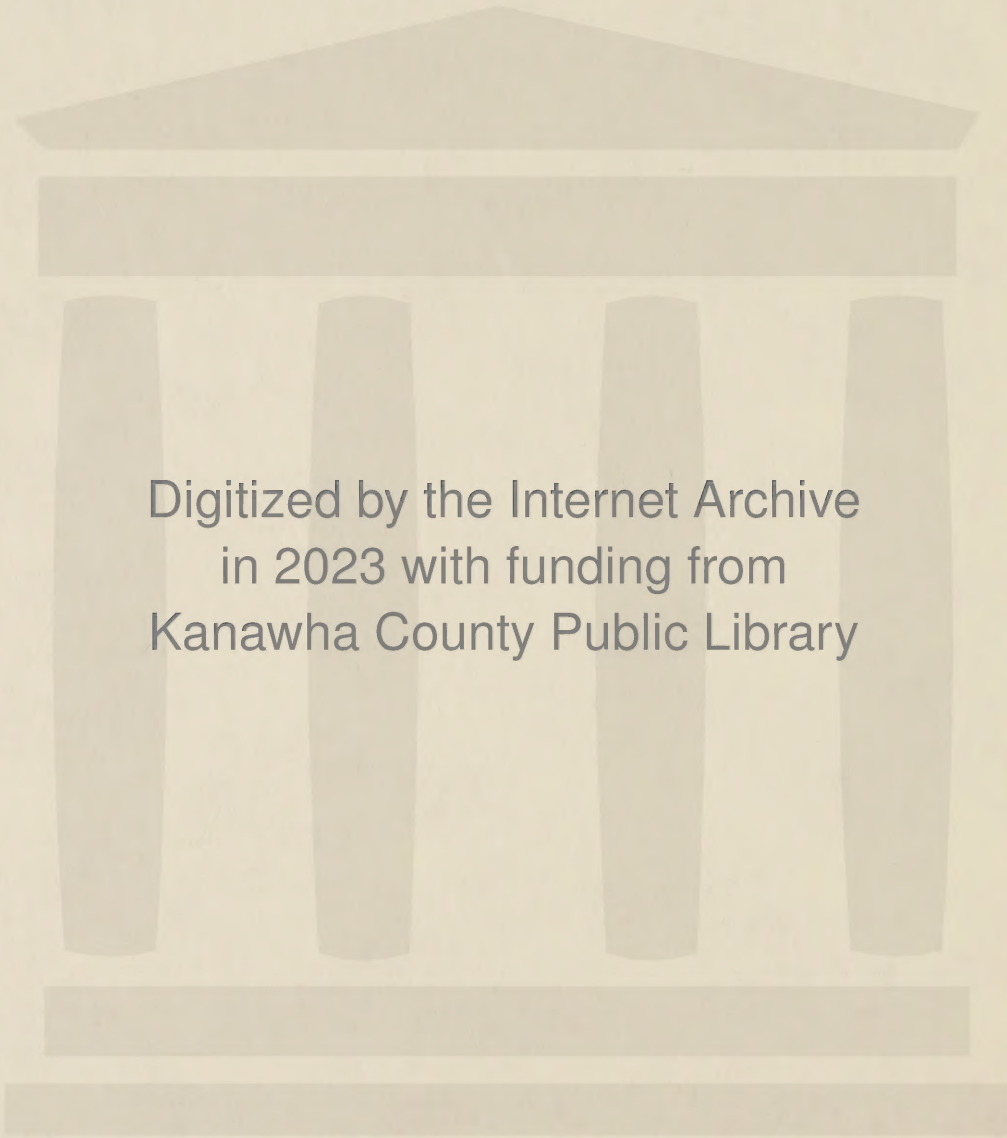

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MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON
July 6, 2012

The Annual Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Friday, July 6, 2012 at 9:00 a.m. in the John V. Ray Room of the Library.

The following Board Members were present:

Dr. K. Bailey
Ms. E. Lord
Ms. S. Poffenbarger
Ms. J. Whitehead

Also present were Mr. Alan Engelbert, Director and Ms. Tricia Stringer, Administrative Coordinator.

Ms. Lord presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and adopted, the minutes of the June 11, 2012 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and adopted, the payment of Book Bills in the amount of $106,405.40 and the General Bills in the amount of $106,384.31 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds of $4,061.45 duly certified and approved in accordance with the Bylaws and on motion duly made, seconded, and adopted, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $96.37 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and adopted, it was ordered that the bills set forth on the list be paid.

NEW BUSINESS:

Election of Board Officers. Based on the report of the Nominating Committee of June 11, 2012, a motion was duly made, seconded, and approved to elect the following as officers of the KCPL Board of Directors for the fiscal year 2012-2013:

Mr. Mike Albert, President
Ms. Elizabeth Lord, First Vice-President
Ms. Cheryl Morgan, Second Vice-President
Mr. Alan Engelbert, Secretary/Treasurer

The continuation of the KCPL Board of Directors Annual Meeting is set for Monday, July 16, 2012 at 3:15 p.m. at the Elk Valley Branch Library. There will be a Library Board of Directors Meeting at 3:00 p.m.

There being no further business the meeting was adjourned.

First Vice President

Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON
July 16, 2012

The continuation of the Annual Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, July 16, 2012, at 3 p.m. at the Elk Valley Branch Library.

The following Board Members were present:

Mr. M. Albert	Ms. S. Poffenbarger
Dr. K. Bailey	Ms. A. Russell
Ms. S. Jordon	Mr. J. Withrow

Also present were Mr. Alan Engelbert, Director, and Tricia Stringer, Administrative Coordinator. In addition, the meeting was attended by a number of staff members, branch advisory board members, and patrons.

Mr. Albert presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and adopted, the minutes of the July 6, 2012 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and adopted, the payment of Book Bills in the amount of $36,195.20 and the General Bills in the amount of $93,595.43 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds of $2,324.20 duly certified and approved in accordance with the Bylaws and on motion duly made, seconded, and adopted, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $ 133.76 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and adopted, it was ordered that the bills set forth on the list be paid.

NEW BUSINESS:

Resolution in Honor of Service – Pamela D. Tarr. Upon a motion duly made and unanimously approved, the following resolution was adopted.

WHEREAS, Ms. Pamela D. Tarr submitted her resignation from the Kanawha County Public Library Board of Directors effective June 30, 2012; and

WHEREAS, Ms. Tarr had been a faithful, dedicated and invaluable member of the Board of Directors since 1996, including distinguished service as Board President from 2003-2005; and

WHEREAS, Ms. Tarr has furthered the aims and purposes of this institution by her conscientious service on several committees of this Board; and

WHEREAS, Ms. Tarr has given selflessly of her time and expertise to the continued benefit of the Library and has been a source of wise counsel and insight to the Library Board; and

WHEREAS, Ms Tarr has contributed generously to the Library and its Foundation,

NOW, THERFORE, BE IT

RESOLVED, That it is with deep regret that the Board of Directors accepts the resignation of Ms. Tarr from the Board of Directors of the Kanawha County Public Library; and be it further

RESOLVED, That the Board wishes to express its heartfelt and warmest appreciation to Ms. Tarr for her years of faithful service and selfless dedication to the Library; and be it further

RESOLVED, That this resolution be spread upon the minutes of this meeting and that a copy be given to our colleague, Ms. Pamela D. Tarr.

There being no further business the meeting was adjourned to the continuation of the July 6, 2012 Annual Meeting.

Michael A. Albert
President

Secretary

ANNUAL MEETING PROGRAM: Stories From Our First Modern Classic

Mr. Albert continued the Annual Meeting by welcoming everyone in attendance and thanking the Elk Valley Branch for hosting the event. Mr. Albert thanked the attendees for coming to the meeting. He further acknowledged and thanked all of the groups and individuals who are so critical to the Library and its efforts, including the KCPL Board, Foundation Board, the Friends Steering Committee, Branch Advisory Boards, funding authorities, legislators and the Library staff.

Ms. Anne Silbernagel and Ms. Cheryl Morgan spoke to the audience about the Friends of the Library. They highlighted the financial contributions made by the Friends as noted in the Annual Report. The main event on the Friends calendar is the "A Tisket, A Tasket" basket auction to be held on April 20, 2013.

Mr. Engelbert thanked the KCPL Board, thanked Mr. Albert for his many contributions to the Library as Board President, and thanked the library staff for the dedication and hard work they bring to serving the public. He specifically spoke of the weather related trials many employees have endured recently. He gave multiple examples of how the library and its staff rose to the challenge in order to provide service and refuge to our patrons. This new facility is a great asset to the community, and the quality of service the staff provides is exceptional.

Mr. Engelbert called on the Elk Valley Branch Manager, Ellie Teaford, to introduce the next portion of our program. Ms. Teaford introduced Elk Valley Branch Library patrons who spoke of their own individual experiences at the new facility. Presenters included: Sheila Jett, Samuel Jett, Kim Payne, and Bob Hiser.

In closing, Ms. Teaford showed statistics on library usage, user registration and circulation comparing the old facility to the new facility. She ended the presentation with a slide featuring pictures and patron quotations from the facility's first year of operation.

Upon completion of the presentation, everyone was invited to stay for refreshments provided by the Elk Valley Advisory Board and to tour the library.

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON
August 13, 2012

The Regular Meeting of the Board of Directors of the Kanawha County Public Library was held on Monday, August 13, 2012, at 4:00 p.m., at the St. Albans Branch Library.

The following Board Members were present:

Mr. M. Albert	Mr. H. Reustle
Dr. K. Bailey	Ms. V. Rugeley
Ms. N. Chilton	Ms. A. Silbernagel
Ms. S. Jordon	Mr. M Smith
Ms. E. Lord	Mr. J. Withrow
Ms. S. Poffenbarger	

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Linda Miller, Associate Director for Public Services; Ms. Patty Tompkins, Development Coordinator; Ms. Terry Wooten, Marketing and Development Manager; Mr. Tim Venitsanos, Facilities Manager; Ms. Melissa Burchett, St. Albans Branch Manager; and Ms. Tricia Stringer, Administrative Coordinator.

Also in attendance: Mr. Colin Williams and Ms. Lisa Mitchell from MTV Solar and members of the St. Albans Branch Advisory Board.

Mr. M. Albert presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and unanimously carried, the minutes of the July 16, 2012 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and unanimously carried, the payment of Book Bills in the amount of $44,882.95 and the General Bills in the amount of $153,228.71 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds of $852.88 certified and approved in accordance with the Bylaws and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $69,224.56 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set forth on the list be paid.

Presentation: MTV Solar:

Mr. Albert introduced Ms. Lisa Mitchell and Mr. Colin Williams of MTV Solar. Mr. Williams thanked the Board for inviting them. He gave a brief overview of what solar energy is and the associated costs and benefits in general. Mr. Williams then reviewed a proposal MTV put together for a solar installation at the St Albans Branch. He answered questions from Board members and offered his assistance in going forward with researching the feasibility of the project.

Mr. Williams and Ms. Mitchell left the meeting room while discussions continued between the KCPL Board members and the members of the St. Albans Branch Advisory Board. Mr. David Koontz provided background information about the Branch and the funding available for this project. Additional St. Albans Branch Advisory Board members spoke about their reasons for wanting to proceed with the project and what they believe are the benefits for the Branch and the Library as a whole.

After further discussion, it was agreed that Mr. Engelbert will meet with Mr. Koontz, Chapman Technical Group and MTV Solar to gather further information and provide an update at the next Board meeting.

Directors Monthly Report:

Mr. Engelbert gave a report on activities for the month, including:

- Mr. Engelbert introduced St. Albans Branch Manager Melissa Burchett and thanked her for hosting the meeting. He invited the Board to please take a tour of the facility following the meeting.

- Mr. Engelbert reported that the Nitro/St. Albans Bridge will be closing in January. Staff is analyzing provision of Courier service to Nitro during this period and will monitor the effect of the bridge closing on patron use of the St Albans Branch.

- The process to rearrange a number of spaces and collections at Main has begun Linda Miller is coordinating the process, which requires the assistance of a large number of staff, can be physically demanding and will affect every department to some extent as it goes forward. The Facilities department has begun moving shelving, furniture and equipment.

- Mr. Engelbert reported that Josh Martin has resigned as Automation Manager to take a position as a professor at West Virginia State University. Dana Smook has been hired as the Dunbar Branch Manager and will begin on August 27th. She comes to us from Richmond, Virginia. Melissa Minsker of Frederick, Maryland has been hired as a Children's Librarian and will begin on September 11th.

- Mr. Engelbert, Ms. Wooten and Ms. Tompkins attended a presentation of the preliminary recommendations for the master plan for the City of Charleston (Imagine Charleston). The consultants presented some interesting ideas including some involving the new Main Library. While some ideas appeared more workable than others, we were pleased to see that the library does feature prominently in the suggested plans and our participation in the planning process has been a positive experience.

REPORTS OF COMMITTEES:

Membership Committee. Mr. Albert reported that the Committee has met recently to discuss recommendations for potential new members of the Board of Directors. The Committee will meet again next week and hopes to have a recommendation to bring to the Board at the September meeting. Mr. Albert notified the Board that Ms. Jerie Whitehead has submitted her resignation from the Board, resulting in another vacancy. Again, if anyone has suggestions regarding new members, please forward them the Membership Committee.

Building Committee. The Building Committee met to review the responses to the RFP – Building Consultants. All proposals received were in line with our requests and requirements. The Building Consultant will be asked to review the services, estimates and assumptions that underlie the Main Library plans given the changes that have occurred in library service over the past 10 years. There will be a meeting scheduled for each firm to present their proposal to the Building Committee, either in person or via video teleconference. All Board members are invited to attend as well as members of the Coordinating Committee. Meeting details to follow.

OLD BUSINESS: None

NEW BUSINESS:

Appointment of Committees: Mr. Albert distributed the roster of appointments to the standing and ad hoc committees of the Board for 2012-2013. He also suggested that if any members would like adjustments to the appointments, they should let him know.

Renew Auditor Contract: Per directives issues by the State Auditor's Office, KCPL entered into a three year contract with our Auditors, Perry & Associates. State regulations require that such contracts be renewed annually by the Board.

Upon a motion duly made, seconded and carried, the following resolution was approved.

WHEREAS, the Kanawha County Public Library Board of Directors solicited proposals from firms interested in conducting the annual audit of the KCPL and the Library Foundation of Kanawha County, Inc.; and

WHEREAS, the Board accepted a proposal from and entered into a contract with Perry & Associates to perform said audits for a period of three years; and

WHEREAS, said contract requires annual renewal by a formal motion of the KCPL's governing body on or after July 1 of the then current fiscal year;

NOW, THERFORE, BE IT

RESOLVED, That the KCPL Board of Directors hereby renews the contract with Perry & Associates to conduct audits of the KCPL and the Foundation for the July 1, 2011 to June 30, 2012 fiscal year.

There being no further business the meeting was adjourned.

Michael A. Albert
President

Secretary

MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS

HELD ON

September 10, 2012

The Regular Meeting of the Board of Directors of the Kanawha County Public Library was held on Monday, September 10, 2012, at 4:00 p.m., in the Ray Room.

The following Board Members were present:

Mr. M. Albert	Ms. S. Poffenbarger
Dr. K. Bailey	Ms. V. Rugeley
Ms. N. Chilton	Ms. S. Russell
Ms. Cheryl Morgan	Ms. A. Silbernagel

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Linda Miller, Associate Director for Public Services; Ms. Patty Tompkins, Development Coordinator; Ms. Terry Wooten, Marketing and Development Manager; Ms. Pam May, Marketing Supervisor; Ms. Dana Smook, Dunbar Branch Manager; and Ms. Tricia Stringer, Administrative Coordinator.

Mr. M. Albert presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and unanimously carried, the minutes of the August 13, 2012 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and unanimously carried, the payment of Book Bills in the amount of $55,635.81 and the General Bills in the amount of $95,869.01 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds of $241.41 certified and approved in accordance with the Bylaws and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $505.90 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set forth on the list be paid.

Directors Monthly Report:

Mr. Engelbert gave a report on activities for the month, including:

- Mr. Engelbert introduced Dana Smook, the new Dunbar Branch Manager. Ms. Smook provided the Board a brief overview of her experience and expressed her excitement about joining KCPL. The Board welcomed her warmly.

- Mr. Engelbert and Tim Linde of KCPL hosted various officials charged with implementation of broadband grants in West Virginia and answered questions regarding KCPL's current implementation and future plans for use of broadband and related equipment.

- Mr. Engelbert, Facilities Manager Tim Venitsanos, and St. Albans Branch Advisory Board member David Koontz met with Greg Belcher and Roger Kennedy of Chapman Technical Group regarding the proposed Solar Panel project at the St Albans Branch. Chapman was provided with a set of architectural plans and informed about the St Albans roof replacement project. Chapman will conduct an engineering study of the load bearing capacity of the roof as a first step. No time frame for this step was established, and Chapman indicated they were very busy at present. Roof warranty issues were discussed, along with eventual development of scope and specifications, bid preparation and bidding, form of contract, attorney involvement and other procedural issues. Mr. Venitsanos will remain in contact with Chapman as the matter progresses.

- The Main Library experienced a phone system outage last week, causing several days of no phone service, followed by ongoing problems that are gradually being cleared up. There are

still some residual issues internally, but the major issues with incoming calls and voicemail seem to be fixed. The phones system is in need of replacement. It was to be replaced at the projected opening of the new Main Library in 2007. The system has been nursed along to this point, but it is difficult to get parts and find technicians who know how to work on it. Mr. Engelbert will begin an investigation of the cost, alternatives and process leading to possible replacement of the system.

Staff Report: Book Festival Update

The WV Book Festival will be held October 13th and 14th at the Civic Center. Ms. Wooten and Ms. May distributed the tentative schedule, promotional materials and volunteer applications. Board members were encouraged to volunteer and pass along the volunteer information to friends and family members they believe would be interested in helping. Ms. May provided an overview of some of the featured authors including Charlaine Harris, Dan Chaon, WV native Craig Johnson, and Tamora Pierce. We have added a Christian Fiction Panel on Sunday afternoon. The Marketplace has been sold out since May. Marketing is working on the details of a private reception for Charlaine Harris. Details will follow.

REPORTS OF COMMITTEES:

Membership Committee. Ms. Poffenbarger reported that the Committee met to review potential new Board members. The Committee recommends that Dr. Michelle Foster, Ms. Monika Hussell, and Ms. Brooke Pauley Lord be nominated for appointment by the Kanawha County Board of education. Each of the nominees' background information was previously distributed to the full Board for review.

Upon a motion duly made, seconded, and carried the following resolution was approved.

RESOLVED, that Dr. Michelle Foster be recommended to the Kanawha County Board of Education for appointment as a Director of the Kanawha County Public Library to complete the unexpired term of Ms. Caroline Cloer for the term ending June 30, 2014.

RESOLVED, that Ms. Monika J. Hussell be recommended to the Kanawha County Board of Education for appointment as a Director of the Kanawha County Public Library to complete the unexpired term of Ms. Pamela D. Tarr for the term ending June 30, 2015.

RESOLVED, that Ms. Brooke Pauley Lord be recommended to the Kanawha County Board of Education for appointment as a Director of the Kanawha County Public Library to complete the unexpired term of Ms. Jerie Whitehead for the term ending June 30, 2017.

Mr. Engelbert was asked to forward the resolution and resumes of those nominated to the Board of Education with an explanatory letter and request that the Board of Education approve the nominations.

Building Committee. The Building Committee met on August 30th at Jackson Kelly to hear presentations from three building consultants who submitted proposals in response to our RFP. Presentations were made either in person or via video teleconference. A follow up meeting will be scheduled soon to evaluate the proposals and presentations and select a firm to recommend to the Board for the project.

Finance Committee. The KCPL Finance Committee met via phone conference with Ted Sumnar and Kevin Taylor, who invest The Library Foundation of Kanawha County funds through Fifth Third Capital Markets. The first priority for investment of funds is to preserve principle, followed by generation of income. The funds were preserved during the "economic meltdown" and continue to yield steady if unspectacular income. The Committee believes the current investment model should continue, subject to regular review with Fifth Third.

The Finance Committee also reviewed the proposed carry over adjustments to the 2012-2013 Budget. Mr. Engelbert explained the carry over requests and also requested that the resolution to authorize the requests be amended to include $19,250 in Community Participation Project funds allocated to the Marmet Branch, which were not included on the original resolution.

Upon a motion duly made, seconded, and carried the below amended resolution was approved.

RESOLVED, that the fiscal year 2012/2013 budget be amended to carry forward funds encumbered and/or authorized during the previous fiscal year and allow additional funds to be taken from the unencumbered fund balance for the items designated.

Account	Department	Encumbrance
Advertising	Administration	$ 380.00
Automation Equipment	Automation	$ 9,988.95
Automation Supplies	Administration	$ 2,939.39
Building Repair & Maintenance	Dunbar	$ 40.69
Capital Expense	Elk Valley	$ 26.30
Contractual Services - Internet	Automation	$ 2,946.25
Community Participation Grant	Administration	$ 3,500.00
Copier Expense	Administration	$ 211.89

Furniture & Equipment	Administration	$	2,301.59
Furniture & Equipment	Popular Materials	$	846.19
Furniture & Equipment	Children's	$	2,038.37
Furniture & Equipment	Elk Valley	$	53.99
Furniture & Equipment	St. Albans	$	97.15
Housekeeping Supplies	Facilities	$	167.92
Miscellaneous Expense	Administration	$	90.00
Printing	Marketing & Development	$	1,255.00
Programming	Adult Services	$	1,303.10
Programming	Marketing & Development	$	375.00
Supplies	Administration	$	916.41
Supplies	Adult Services	$	38.00
	SUBTOTAL	$	29,516.19
UNEXPENDED COMMUNITY PARTICIPATION PROJECT GRANT FUNDS			
Clendenin		$	4,203.84
Cross Lanes		$	4,920.00
Dunbar		$	28,000.00
Dunbar		$	3,700.00
Elk Valley		$	2,000.00
Marmet		$	19,250.00
Nitro		$	171.61
Sissonville		$	6,023.35
	SUBTOTAL	$	68,268.80
OTHER			
Book Festival	Marketing & Development	$	12,938.87
Collection Materials	Nitro	$	1,842.47
Capital Projects	St. Albans	$	43,250.00
Capital Projects	Sissonville	$	3,241.00
	SUBTOTAL	$	61,272.34
Grand Total		**$**	**159,057.33**

NOTE: At the board meeting held May 14, 2012 a resolution was approved to carry forward

$261,855 from the 2011/2012 budget to the 2012/2013 budget in order to pay the lease costs at Elk Valley.

Old Business: None.

New Business: Resolution in Honor of Service, Jerie Whitehead

Upon a motion duly made, seconded and unanimously carried, the following recitals and resolutions were approved.

WHEREAS, Ms. Jerie Whitehead had been a faithful, dedicated and invaluable member of the Board of Directors of the Kanawha County Public Library since 1997, and

WHEREAS, Ms. Whitehead has furthered the aims and purposes of the Library by her conscientious service on several committees of this Board during periods of enormous change; and

WHEREAS, Ms. Whitehead was instrumental in shaping the services provided by the Kanawha County Public Library through her work on successive long range plans adopted by the Board and subsequently implemented by the Library Staff and Board, and

WHEREAS, Ms. Whitehead submitted her resignation from the Kanawha County Public Library Board of Directors effective August 13, 2012;

NOW, THERFORE, BE IT

RESOLVED, That it is with deep regret, but with warmest regards, that the Board of Directors accepts the resignation of Ms. Whitehead from the Board of Directors of the Kanawha County Public Library; and be it further

RESOLVED, That the Board wishes to express its heartfelt and deepest appreciation to Ms. Whitehead for her years of faithful service and dedication to the Library; and be it further

RESOLVED, That this resolution be spread upon the minutes of this meeting and that a copy be given to our colleague, Ms. Jerie Whitehead.

There being no further business the meeting was adjourned.

President

Secretary

MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS

HELD ON

October 8, 2012

The Regular Meeting of the Board of Directors of the Kanawha County Public Library was held on Monday, October 8, 2012, at 4:00 p.m., in the Ray Room.

The following Board Members were present:

Mr. M. Albert	Ms. C. Morgan
Ms. N. Chilton	Ms. J. Pauer
Dr. M. Foster	Ms. S. Poffenbarger
Ms. S. Haden	Ms. V. Rugeley
Ms. M. Hussell	Ms. A. Russell
Ms. B. Lord	Ms. A. Silbernagel
Ms. E. Lord	Mr. J. Withrow

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Linda Miller, Associate Director for Public Services; Ms. Patty Tompkins, Development Coordinator; Ms. Terry Wooten, Marketing and Development Manager; and Ms. Tricia Stringer, Administrative Coordinator.

Mr. M. Albert presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Mr. Albert took the opportunity to welcome and provide a brief introduction to new Board Members Dr. Michelle Foster, Ms. Monika Hussell, and Ms. Brooke Lord. Mr. Albert also congratulated Ms. Haden, formerly Jordon, on her recent nuptials.

Approval of Minutes. Upon motion duly made, seconded and unanimously carried, the minutes of the September 10, 2012 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and unanimously carried, the payment of General Bills in the amount of $167,038 and the Book Bills in the

amount of $70,202.72 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds of $3,253.48 certified and approved in accordance with the Bylaws and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $ 7,328.65 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set forth on the list be paid.

Directors Monthly Report:

Mr. Engelbert gave a report on activities for the month, including:

- Mr. Engelbert will be attending the Fall WVLA conference later this week. He reminded the Board that the Book Festival is this weekend, beginning with an author meet and greet to be held Friday night at the Main Library.
- The Library received notice that the Kanawha County Senators have allocated $28,000 in state Community Participation Project (CPP) funds to be directed to the Library for lighting retrofit at Main and public computer replacement. Mr. Engelbert reviewed the process of accepting CPP funds and notified the Board that we anticipated additional allocations through Kanawha County Delegates.
- Mr. Engelbert and the Automation Department staff are gathering information to put together a Request for Proposal (RFP) to replace the telephone system at Main, which is obsolete to the point that only refurbished parts are available and very difficult to obtain, and qualified technicians are lacking. Any new phone system will have to be compatible with the current wiring at the Main Library, which may limit the range of responses to the RFP when issued.
- Work continues on the revision of space project. We will begin moving the oversized books from the second floor balcony in the next few weeks. Mr. Engelbert reminded the Board that the Long Range Plan expires at the end of the year. Work will begin on a new plan soon, which may include seeking to extend the existing plan until the funding lawsuit is resolved.

- The Automation Manager position was advertised locally and on selected library sites. We plan to begin interviewing any viable candidates later this month.
- Meetings have been held by the City of Charleston to present the initial draft of the Imagine Charleston plan. Mr. Engelbert and Mr. Albert met with the consultants drafting the plan to review with them their conceptual drawings for the block that will include the new Main Library and make certain the Library's needs and interests are respected. They felt the meeting was positive and productive.
- There is no progress to report on the St. Albans Branch solar panel project. Chapman Technical Group has not completed the engineering study of the load-bearing capacity of the roof, which is the first step. They had indicated they were very busy, so this is not a surprise.

REPORTS OF COMMITTEES:

Building Committee. Mr. Albert reported that the Building Committee met to review presentations made by potential building consultants on August 30th. The Building Committee recommends that Providence Associates be selected by the Board to perform the study according to the resolution previously distributed to the Board. Upon a motion duly made and carried, the following resolution was approved.

RESOLVED, That the Board of Directors of the KCPL hereby authorizes the President or the Director on behalf of the KCPL to negotiate and enter into a contract with Providence Associates to provide services as a consultant pursuant to the Request for Proposal developed by the KCPL and substantially in accordance with the proposal submitted by Providence, as may be modified by the President or the Director as they deem reasonable and in the best interests of KCPL; and be it further

RESOLVED, That the President and Director advise the Board of the status of such negotiations at subsequent Board meetings until that contract has been finalized and executed.

Finance Committee. The KCPL Finance Committee met prior to the Board meeting today. Mr. Engelbert reviewed the sources and purpose for the Community Participation Project grant funds. The Finance Committee recommends approval of the distributed resolution. Upon a motion duly made and carried, the following resolution was approved.

RESOLVED, That the Kanawha County Public Library budget for FY 2012/13 be amended to receive $28,000 in Community Participation Project grant funds for the purposes specified:

Project Intent: Lighting retrofit; update bulbs and fixtures to increase energy efficiency. Main Branch. Public computer replacement.

OLD BUSINESS:

Litigation – Board of Education. The State Supreme Court notified KCPL that oral arguments are scheduled to be heard on January 16th, 2013. Mr. Engelbert and Mr. Albert will update the Board on any developments as they occur.

NEW BUSINESS:

Potential BTOP Application. Mr. Engelbert asked the Board to permit WVNET, in conjunction with the Kanawha County Public Library, to submit an application for federal BTOP funds that were allocated to the State of West Virginia but remain unallocated, per the "BTOP Videoconferencing Application" and "Executive Summary of Overall Proposal" documents previously distributed to the Board. He provided additional background information on how the partnership with WVNET came about, gave an overview of the process, planning and implementation of the project if it is funded and answered the Board members questions.

It was moved and seconded to allow WVNET to submit an application in conjunction with Kanawha County Public Library to the West Virginia Department of Administration, West Virginia Office of Technology for videoconferencing and related equipment and services under the federal BTOP program. Motion carried.

There being no further business the meeting was adjourned.

Michael A. Albert
President

Secretary

MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS

HELD ON

November 12, 2012

The Regular Meeting of the Board of Directors of the Kanawha County Public Library was held on Monday, November 12, 2012, at 4:00 p.m., in the Ray Room.

The following Board Members were present:

Mr. M. Albert	Ms. C. Morgan
Dr. K. Bailey	Ms. S. Poffenbarger
Ms. S. Haden	Ms. V. Rugeley
Ms. M. Hussell	Ms. A. Russell
Ms. B. Lord	Ms. A. Silbernagel
Ms. E. Lord	Mr. M. Smith

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Patty Tompkins, Development Coordinator; Ms. Terry Wooten, Marketing and Development Manager; Mr. Tim Venitsanos, Facilities Manager; and Ms. Tricia Stringer, Administrative Coordinator.

Mr. M. Albert presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and unanimously carried, the minutes of the October 8, 2012 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and unanimously carried, the payment of General Bills in the amount of $196,058.12 and the Book Bills in the amount of $66,509.77 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds of $2,709.25 certified and approved in accordance with the Bylaws and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $850.55 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set forth on the list be paid.

Directors Monthly Report:

Mr. Engelbert gave a report on activities for the month, including:

- Mr. Engelbert attended the West Virginia Library Association Fall Conference, at which KCPL Friends President Ghee Gossard made a presentation on our Basket Auction and other activities. We were one of five friends groups from around the state which made presentations.

- The West Virginia Book Festival was again outstanding and the authors and guest speakers well-received. This year's book sale grossed slightly under $31,000, which is very much in line with previous sales. Mr. Engelbert thanked all who helped make this event a great success.

- All locations of KCPL were closed on October 30th when a snow storm caused significant staffing issues and power outages at multiple branches. In subsequent weeks there have been intermittent interruptions of Internet access, email delivery and phone service. Email sent to the Library may not have reached its intended recipient. The Automation department continues to work on correcting the situation.

- The November election resulted in two new Delegates and a new Senator representing Kanawha County. Mr. Engelbert will be sending congratulatory letters the entire legislative delegation. A reception will be planned for early next year to provide the opportunity to meet with our legislators regarding library issues, particularly the funding lawsuit. Details will follow as they are finalized.

- Mr. Engelbert spoke to the West Virginia Library Commission regarding our current Long Range Plan, which expires at the end of 2012. The Commission has agreed to extend the plan to December 31, 2013 to allow for the results of the funding lawsuit to be known and acted on.

- Accounting Services Coordinator, Kim Runion has been in contact with Perry & Associates to seek to expedite the annual audit of KCPL and of the Foundation.

- The Cross Lanes Advisory Board received notice from the IRS acknowledging their status as a 501c 3 organization. An application has been filed for the same status on behalf of the Clendenin Branch Advisory Board. The Accounting department will continue to work with other Branch Advisory Boards to pursue this designation system wide.

- The "Imagine Charleston" plan will be presented to the Alliance's Community Development Committee on December 5th. Mr. Engelbert and Terry Wooten are members of the Committee. They will attend the meeting and report to the Board as appropriate.

- The schedule for holiday open house events at KCPL facilities was distributed to the Board. Board members are encouraged to attend these observances if possible. Upon suggestion, Ms. Stringer will follow up via email with a reminder and list of Board member attendees.

REPORTS OF COMMITTEES:

Finance Committee. The KCPL Finance Committee met prior to the Board meeting today. Mr. Engelbert reviewed the sources and purpose for the Community Participation Project grant funds. The Finance Committee recommends approval of the distributed resolution. Upon a motion duly made and carried, the following resolution was approved.

RESOLVED, That the Kanawha County Public Library budget for FY 2012/13 be amended to receive $35,000 in Community Participation Project grant funds allocated by delegates for the purposes specified below:

$ 24,500 for library improvements including a lighting retrofit, computer replacement, branch projects, supplies, equipment and maintenance (30th District)

$ 1,750 for replacement of public computer workstations at the Sissonville Branch (32nd District)

$ 1,750 for replacement of public computer workstations at the Cross Lanes Branch (32nd District)

$ 1,750 for capital improvement and/or equipment at the Clendenin Branch (32nd district)

$ 1,750 for capital improvement and/or equipment at the Elk Valley Branch (32nd District)

$ 3,500 for library improvements; replacement of public computers; and programming, supplies, equipment and maintenance (31st District)

OLD BUSINESS:

Approve Building Consultant Contract and Revised Proposal. Mr. Albert and Mr. Engelbert have been working with Providence Associates to finalize the building consultant agreement. Since the last Board Meeting the Proposal has been adjusted to more accurately reflect our requirements regarding the previously discussed planning retreat. This change also caused an adjustment in the final Proposal amounts. Prior to the meeting, both the updated Proposal and Contract were distributed to the

Board for review. After discussion, a motion was duly made, seconded, and carried that the Board accepts the revised Proposal submitted by Providence Associates dated October 24, 2012 in an amount not to exceed $36,810.00 and authorizes the President or Director on behalf of the KCPL to enter into a contract with Providence Associates.

NEW BUSINESS:

Approve Issuance of RFP for Main Library Phone System. Mr. Engelbert and the Automation Department have developed specifications and requirements for a new phone system at the Main Library in the form of a Request for Proposal (RFP). Funding for the phone system was not included in the FY 2013 Budget and would require a budget modification to be approved if a bid is accepted by the Board after committee review.

Approve Issuance of RFP for Main Library Lighting Project. Mr. Engelbert reviewed the lighting retrofit project previously discussed with the Board and included in the FY 2013 adopted budget. Mr. Engelbert and Facilities Manager Tim Venitsanos have prepared the RFP, which will solicit bids for both t8 and t5 lighting.

Both RFP documents include standard language developed for the purpose by attorney Chris Winton.

It was moved, seconded and carried that the Board authorizes the release of both RFPs, with acceptance of bids subject to normal committee and Board approval.

Appointment of Committees. Mr. Albert reviewed the updates to the KCPL Board of Directors Standing Committees. He encouraged members to contact him if they would like to be added to any additional committees or had questions or concerns regarding committee assignments.

There being no further business the meeting was adjourned.

Michael A. Albert
President

Secretary

MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS

HELD ON

December 10, 2012

The Regular Meeting of the Board of Directors of the Kanawha County Public Library was held on Monday, December 10, 2012, at 4:00 p.m., in the Ray Room.

The following Board Members were present:

Mr. M. Albert	Ms. S. Poffenbarger
Dr. M. Foster	Mr. H. Reustle
Ms. S. Haden	Ms. V. Rugeley
Ms. M. Hussell	Ms. A. Russell
Ms. B. Lord	Ms. A. Silbernagel
Ms. C. Morgan	Mr. M Smith
Ms. J. Pauer	Mr. J. Withrow

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Linda Miller, Associate Director of Public Services; Ms. Patty Tompkins, Development Coordinator; Ms. Terry Wooten, Marketing and Development Manager; Mr. Craig Lefteroff, Reference Librarian; and Ms. Tricia Stringer, Administrative Coordinator.

Mr. M. Albert presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and unanimously carried, the minutes of the November 11, 2012 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and unanimously carried, the payment of General Bills in the amount of $224,333.18 and the Book Bills in the amount of $105,218.25 were approved and transmitted by the Library Director to the Board of Education of the County of Kanawha for payment.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds of $2,849.89 certified and approved in accordance with the Bylaws and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $1,213.25 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set forth on the list be paid.

Directors Monthly Report:

Mr. Engelbert gave a report on activities for the month, including:

- There were issues throughout November with the fiber optic lines at the Elk Valley Branch and more limited problems at St Albans, resulting in no or intermittent Internet access. Internal Library procedures and patron services were affected, and patron use of Elk Valley was significantly diminished. It appears the vendor has now successfully addressed the problems.

- The Main Library had to close early on December 5th due to two separate plumbing issues that happened to occur simultaneously. One of the leaks caused the loss of 99 books that were shelved on the second floor. A claim will be filed with our insurance carrier.

- Mr. Engelbert attended a majority of the Holiday Open Houses at our branches and at Main. He expressed his appreciation to the Board members that were also able to attend.

- The revision of collections is finished and the second floor balcony project is near completion. All books have been relocated, the balcony has been painted and prepped by the Facilities staff, and furnishings have been ordered. This new seating area should be open to the public by February. Mr. Engelbert thanked the Popular Materials staff for their work in moving massive numbers of books, specifically Anne Bittner, Josh Hill, Amber Hunter, Jim Lawrence and Stephen Martin.

- Field work for the annual audits of KCPL and the Library Foundation of Kanawha County by Perry & Associates is scheduled for December 19th & 20th.

- The request for proposal for the Main Library Phone System has been issued with a deadline of December 21st at 3 p.m. Staff will review and evaluate the proposals received through January and attempt to present that review to the appropriate Board committee prior to the February Board meeting.

Staff Report:

Mr. Engelbert introduced Mr. Craig Lefteroff, Reference Librarian, to provide an overview of the new Business Resource page on our website. The Business Resource page pulls together in one place the many business-related resources the Library has to offer. The page was developed as part of our Long Range Plan, our plans for a business center at Main, and work with the Alliance to implement the Vision 2030 Plan. Mr. Lefteroff provided an overview of the new webpage and highlighted some of the available features. The Reference Department has promoted this new resource via webinars and promotional materials. The calendar of business-related events will be updated at least once a week and new content will also be added frequently. Mr. Lefteroff then answered questions from the Board.

REPORTS OF COMMITTEES:

Finance Committee. The KCPL Finance Committee met pursuant to proper notice and reviewed the sources and purpose for the Community Participation Project grant funds. The Finance Committee recommended approval of the distributed resolution. Upon a motion duly made, seconded and unanimously carried, the following resolution was approved.

RESOLVED, That the Kanawha County Public Library budget for FY 2012/13 be amended to receive $1,750 in Community Participation Project grant funds allocated for the purpose specified below:

$ 1,750 for replacement of public computers at the Cross Lanes Branch (32nd District)

Building Committee. The KCPL Building committee met to review the proposals received for new light bulbs and ballasts at the Main Library. Mr. Engelbert reviewed the project history and requirements. KCPL staff will provide the labor for the actual replacement of bulbs and ballasts (and will rewire fixtures as necessary) in an ongoing project that will take approximately six months. The Building Committee recommended approval of the distributed resolution. Upon a motion duly made and carried, the following resolution was approved.

RESOLVED, that having duly solicited bids in accordance with the Library Board's policies and procedures on the Main Library Lighting Project, having received and opened the bids so received on December 4, 2012, having reviewed and evaluated such bids, and having determined that it is proper and in the best interests of the Library Board, the bid of West Virginia Electric Supply Company in the amount of $ 24,865.57 is hereby approved and accepted by the Library Board; and be it further

RESOLVED, that subject to the terms of the Request for Proposal document which states: "ACCEPTANCE-REJECTION: KCPL reserves the right to accept or reject any or all bids, to waive any technicality in any bid submitted and to accept any part of a bid as deemed to be in the best interests of the Library. Submission of a proposal or a bid constitutes the

making of an offer to contract and gives KCPL an option valid for 60 days after the date of bid opening by the Library," West Virginia Electric Supply Company will be permitted to correct an error involving a quantity of nine of an item having a unit cost of $12.35, increasing the cost of the contract by $111.18 and resulting in a contract total of $24,976.75, which amount is still the low bid; and be it further

RESOLVED, that the Library Director and officers are directed and authorized to take any and all necessary actions to enter into and complete a contract thereto, including making payment thereon from the funds which have been made available.

OLD BUSINESS:

None.

NEW BUSINESS:

Establish Date and Time – Legislator Reception. The Library will hold a reception in early January for Kanawha County Legislators to discuss pending issues, including the funding lawsuit, and the goals of libraries in the upcoming session. The Reception will also provide an opportunity for Board and Foundation members to interact with the Kanawha County legislative delegation Mr. Engelbert will follow up with the final date and time.

Date and Time – "Futures Presentation" Providence Associates. Providence Associates will be in Charleston for a site visit on Monday, January 28th & Tuesday morning, January29th. Providence will meet with staff during the day on Monday, make a presentation to a large number of invited guests that evening about the future of library services and buildings, and meet separately with the KCPL Board and the Foundation Board on Tuesday morning. Please keep these dates available and plan to attend. Mr. Engelbert will follow up with the final schedule as soon as possible.

Other. Ms. A. Silbernagel reported to the Board that the Friends Basket Auction will be held April 20, 2013, at NiSource. The Friends have been meeting and discussing potential changes they will be making to the event.

There being no further business the meeting was adjourned.

Michael C. Gilbert
President

Secretary

MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS

HELD ON

January 14, 2013

The Regular Meeting of the Board of Directors of the Kanawha County Public Library was held on Monday, January 14, 2013, at 4:00 p.m., in the Ray Room.

The following Board Members were present:

Mr. M. Albert	Ms. C. Morgan
Ms. N. Chilton	Mr. H. Reustle
Dr. M. Foster	Ms. V. Rugeley
Ms. S. Haden	Ms. A. Russell
Ms. M. Hussell	Ms. A. Silbernagel
Ms. B. Lord	Mr. M. Smith
Ms. E. Lord	Mr. J. Withrow

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Linda Miller, Associate Director of Public Services; Ms. Patty Tompkins, Development Coordinator; Ms. Terry Wooten, Marketing and Development Manager; and Ms. Tricia Stringer, Administrative Coordinator.

Mr. M. Albert presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and unanimously carried, the minutes of the December 10, 2012 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and unanimously carried, the payment of General Bills in the amount of $248,705.96 and the Book Bills in the amount of $109,182.92 were approved and transmitted by the Library Director to the Board of Education of the County of Kanawha for payment.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds of $2,924.70 certified and approved in accordance with the Bylaws and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $10,557.36 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set forth on the list be paid.

Directors Monthly Report:

Mr. Engelbert gave a report on activities for the month, including:

- Mr. Engelbert discussed a previously-distributed article regarding demographics of computer users in public libraries. He highlighted some information that is relevant to KCPL.

- Oral argument on the funding lawsuit is scheduled before the West Virginia Supreme Court on Wednesday, January 16, 2013, at 10:00 a.m. The library will stream the session live for staff and Board members who wish to observe in the second floor technology center.

- Draft copies of the audits of the Library and Foundation were received today. Mr. Engelbert and Accounting Manager Kim Runion have been reviewing them. The audits will be presented by Perry & Associates to the Finance Committee for review and then to the Board for approval.

- Nine proposals for replacement of the Main Library Phone System have been received (5 are Voice Over Internet Protocol (VOIP) systems, 4 are digital or hybrid systems). The cost for replacement was estimated by various vendors to be approximately $100,000. The bid process yielded proposals that were significantly lower. Staff is evaluating the proposals, which will then be reviewed with the Finance Committee.

- Staff Development Day is Wednesday, February 27th at the Holiday Inn and Suites in South Charleston. This is the same location as previous years, just a different name. Board members are invited to attend. Additional details will be provided in early February. One topic that will be covered is the mandatory reporting of suspected child abuse by library staff. A representative from DHHR/Child Protective Services will lead an information session, including Q&A.

- Mr. Engelbert has had some contact with Superintendent Duerring regarding public school operations on the Sirsi system. They also discussed the Riverside Branch rear entrance and exit doors and how they relate to security in the school. There may need to be adjustments in order to provide public access to the library while also restricting access to the school.

- A legislative reception was held at the library last week, and Mr. Engelbert thanked those who were able to attend. The West Virginia Library Association's Library Day at the Legislature will be Thursday, March 7, 2013. Libraries throughout the state set up display tables in the Rotunda. Mr. Engelbert will be scheduling meetings with legislators on this day as well. The WVLA Legislative reception will be held on Thursday, March 21, 2013, at the Culture Center. Details and ticket information will follow.

REPORTS OF COMMITTEES:

Finance Committee: Mr. M. Smith reported that the committee met on January 7, 2013, to review proposed branch assessments for FY 2014 and is forwarding the FY 2013/2014 Branch Contributions resolution to the Board with a recommendation it be approved. He called on Mr. Engelbert to explain how the amounts were calculated and reasons for increases or decreases from the FY 2013 assessments. Mr. Engelbert will schedule meetings with the mayors of Dunbar, Marmet, and St. Albans to review funding issues.

Upon a motion made and carried, the following resolution was approved.

FY 2013/2014 BRANCH CONTRIBUTIONS

WHEREAS the requested branch contributions for the Dunbar and St Albans branches are based on the 2012 property valuations, multiplied by the same rate per $100 of assessed valuation on the various classes of property as is established by the KCPL Special Act; and

WHEREAS the assessments for the other branches are based on 3.5% of operating costs; and

WHEREAS the costs of administration, human resources, automation, telecommunications, technical services, maintenance, and marketing continue to be budgeted centrally and no portion of these costs is assigned to branches;

NOW THEREFORE BE IT RESOLVED, that the following amounts be requested from the various municipalities and local library advisory boards as contributions for the fiscal year 2013/2014:

	12/13 Operating Budget		Current FY Contribution		Proposed Contribution 3.50%	Percent Increase or Decrease
Clendenin	$135,938		$4,867		$4,758	-2.25%
Cross Lanes	$237,767		$8,489		$8,322	-1.97%
Elk Valley	$260,519		$8,422		$9,118	8.27%
Glasgow	$27,633		$966		$967	0.08%
Marmet	$92,672		$3,273		$3,244	-0.91%
Riverside	$213,480		$7,666		$7,472	-2.53%
Sissonville	$233,299		$8,704		$8,165	-6.19%
Branch Support Subtotal			$42,388		$42,046	-0.81%
Dunbar	$270,832		$63,000		$74,003	17.47%
St. Albans	$405,207		$97,258		$113,014	16.20%
TOTAL			$202,646		$229,063	13.04%

OLD BUSINESS:

None.

NEW BUSINESS:

Reminder – "Futures Presentation" Providence Associates. Providence Associates will be in Charleston for a site visit on Monday, January 28, 2013, and Tuesday morning, January 29, 2013, KCPL is hosting the Futures Presentation on Monday, January 28, 2013, at Jackson Kelley at 6:00 p.m. Heavy hors d'oeuvres will be served.

Reminder – KCPL Board meeting with Providence Associates. Providence Associates will be meeting with the KCPL Board at 8:00 a.m. Tuesday, January 29, 2013. They plan to meet with the Foundation at 9:00 a.m. It was suggested that the meetings be combined into one. Mr. Engelbert will discuss combining the meetings with Providence and provide the information to members of both boards.

Other. Upon suggestion, Mr. Engelbert will provide an overview sheet for statistics regarding library service and usage on a regular basis.

There being no further business the meeting was adjourned.

President

Secretary

MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS

HELD ON

February 11, 2013

The Regular Meeting of the Board of Directors of the Kanawha County Public Library was held on Monday, February 11, 2013, at 4:00 p.m., in the Ray Room.

The following Board Members were present:

Mr. M. Albert
Ms. N. Chilton
Dr. M. Foster
Ms. C. Morgan
Ms. J. Pauer
Ms. S. Poffenbarger
Ms. V. Rugeley
Ms. A. Russell
Ms. A. Silbernagel

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Linda Miller, Associate Director of Public Services; Ms. Patty Tompkins, Development Coordinator; Ms. Terry Wooten, Marketing and Development Manager; Ms. Toni Blessing, Adult Services Manager; Ms. Kimberly Runion, Accounting Services Coordinator; and Ms. Tricia Stringer, Administrative Coordinator.

Also present were William Wilkinson and Joel Erb from Perry & Associates, CPAs, A.C.

Mr. M. Albert presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and unanimously carried, the minutes of the January 14, 2013 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and unanimously carried, the payment of General Bills in the amount of $264,531.18 and the Book Bills in the amount of $73,678.11 were approved and transmitted by the Library Director to the Board of Education of the County of Kanawha for payment.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds of $3,627.90 certified and approved in accordance with the Bylaws and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $21,555.54 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set forth on the list be paid.

REPORTS OF COMMITTEES:

Finance Committee. Mr. Albert advised the Board that the Finance Committee met with representatives from Perry & Associates to review the draft audits. Copies of audits were distributed to all Board members prior to today's meeting. Mr. Albert introduced Mr. Bill Wilkinson to review the Audit findings for the Board. Mr. Wilkinson generally explained the auditing process and steps taken in reviewing the accounts of the Library and stated that there were no adverse findings, no deficiencies of internal control and no issues of non-compliance for 2011/2012. Mr. Albert advised that the audits of Kanawha County Public Library and of the Library Foundation of Kanawha County, Inc. for 2011/2012 were reviewed by the Finance Committee and forwarded to the Board with a recommendation for approval. After a motion duly made, seconded, and carried the Audits for the KCPL and the Library Foundation for 2011/2012 were approved.

Mr. Wilkinson, Mr. Albert, and Mr. Engelbert all noted to the Board their appreciation of Ms. Kimberly Runion and her work in support of the audit process.

Directors Monthly Report:

Mr. Engelbert gave a report on activities for the month, including:

- There is no update or decision to report from the Supreme Court regarding the funding lawsuit.

- WVLA Library Day at the Legislature will be March 7, 2013. Mr. Engelbert will be meeting with legislators on this day and throughout the entire legislative session. Libraries from throughout the state will have displays to view on the upper Rotunda from 9am -2 pm. The WVLA Legislator reception will be held on March 21, 2013 at the Culture Center from 5pm – 7pm. Ms. Stringer has additional information and tickets for purchase.

- Kanawha county property values should be available by March 5, 2013. The Finance Committee will meet between then and the March Board meeting to review and present to the Board the levy request for City, County and Board of Education.

- The Budget process has begun. Mr. Engelbert will compile the requests and present the proposed budget to the Personnel Committee and the Finance Committee in April. The budget proposal should be ready for the May Board meeting

- Staff Development Day is Wednesday, February 27, 2013, at the Holiday Inn and Suites in South Charleston. This is the same location as previous years. Board members are invited to attend. The Personnel committee will be receiving information on the Wright award nominees soon. The agenda and driving directions will be emailed to the Board this week.

- Mr. Engelbert and Automation Staff will meet with the top three vendors who submitted proposals for the replacement of the Main Library phone system this week. The Finance Committee will then meet to review the evaluations in order to make a recommendation to the Board at the March meeting.

Staff Report:

Ms. Toni Blessing reported on WV Reads 150. West Virginia Reads 150 is a fun reading challenge that celebrates West Virginia's 150th birthday in 2013.

The year-long reading initiative encourages West Virginians to read 150 books in any format from any source, during the course of West Virginia's sesquicentennial year. People can read 150 books individually, or create teams to read 150 books collectively. All ages and groups can participate – friends, coworkers, book clubs, classmates, seniors, etc. If children are too young to read on their own, kids can have their parents read to them. Families can use their Summer Reading Program reading toward their West Virginia Reads 150 tally.

Ms. Blessing reported that there are already 162 teams registered at KCPL. She distributed information regarding registration to members. We plan to have reception in January of 2014 for teams that have completed the challenge.

OLD BUSINESS:

None.

NEW BUSINESS:

Other. Ms. Morgan and Ms. Silbernagel reminded the Board about the upcoming Basket Auction on April 20, 2013. Each Board member will be receiving four tickets for purchase. They encouraged all Board members to please talk up the event and invite everyone.

There being no further business the meeting was adjourned.

Michael A. Albert
President

Secretary

MINUTES OF THE SPECIAL MEETING OF THE
BOARD OF DIRECTORS

HELD ON

February 26, 2013

The Special Meeting of the Board of Directors of the Kanawha County Public Library was held on Tuesday, February 26, 2013, at 6:00 p.m., in the Ray Room.

The following Board Members were present:

Mr. M. Albert	Ms. S. Poffenbarger
Ms. S. Haden	Ms. V. Rugeley
Ms. B. Lord	Mr. M. Smith
Ms. C. Morgan	Mr. J. Withrow
Ms. J. Pauer	

Also present were Mr. Alan Engelbert, Director, and Tricia Stringer, Administrative Coordinator. Also present was Chris Winton of Ray, Winton and Kelley, PLLC.
In addition, the meeting was attended by a number of staff members, media, and patrons.

Mr. Albert presided. The Director served as Secretary. The President reported that a quorum was present.

NEW BUSINESS:

1. Discuss with the Board of Directors and Counsel to the Library the decision issued by the Supreme Court of Appeals in the funding dispute with the Kanawha County Board of Education and to consider possible approaches and solutions to the funding and service issues presented by that decision.

Mr. Albert provided a brief overview of the history of KCPL funding under the Special Act, a short timeline of past litigation regarding funding, and a summary of the WV Supreme Court Decision dated Friday, February 22, 2013.

This meeting offers the Board an opportunity to express their reaction to the ruling and begin publicly addressing the issues arising from potentially losing a significant portion of the operating budget. These are serious matters that the Board will address methodically and carefully. Mr. Engelbert and staff are compiling information that will

be necessary for making decisions going forward and he and Mr. Albert are meeting to identify and address immediate and longer term issues.

Mr. Albert then presented and the Board discussed "Matters for Consideration by the Board," below.

MATTERS FOR CONSIDERATION BY THE BOARD:

1. Solicit the Legislature and the Governor's office for assistance in developing an acceptable legislative solution. Work with the WV Library Commission, WV Library Association, and other affected public libraries to achieve a permanent, statewide solution.

2. Operate using reserve funds for a reasonable period of time, not to exceed six months, but explain to the public and Staff what we are doing and the need ultimately to live within the KCPL budget.

3. Request that the Board of Education continue to voluntarily fund the KCPL at the level called for in the special act or at some other level, based on the services provided by the library to the students and all people of Kanawha County.

4. Explore possible separate, dedicated excess levy for KCPL sponsored by Kanawha County Board of Education, if they have excess levy capacity.

5. Immediately solicit the Kanawha County Commission and City of Charleston to increase their annual contribution for the transition period or on an annual and permanent basis. Explore possible separate, dedicated excess levy for KCPL sponsored by Kanawha County Commission or City of Charleston, if they have excess levy capacity.

6. Hire special Counsel or other labor consultants for labor law implications and best practices for employee layoffs, terminations and furloughs and facility closures that may be necessary.

7. Reduce expenditures in all operating budget lines to the greatest extent possible.

8. Prepare a plan to close facilities based on use, cost to operate and location.

9. Examine deed provisions as they affect each branch facility for reverter or other restrictive clauses.

10. Reduce hours of operation and service at some or all libraries, including immediately discontinuing Sunday openings and other hours as appropriate.

11. Terminate or furlough the lowest possible number of existing employees in a manner that eliminates the budget deficiency in funding over the next six months.

12. Consider reducing salary levels and hourly rates for existing employees across the board by a reasonable percentage.

13. Examine all services for potential elimination or reduction. Closely examine services provided by KCPL that were provided as a specific result of funding through the KCBoE for student population that are not required by broader service needs of all library patrons.

14. Limit all ongoing contractual obligations to the extent possible, and eliminate if feasible.

15. Consider sale of real properties, including sale of proposed properties for new library site.

16. Consider sale of other KCPL assets such as tangible property, artwork, Mobile Library, and buildings.

17. Work with Library Foundation of Kanawha County, Inc. to increase public and private contributions to help pay operating expenses and to offset reductions in the materials and programming budget.

18. Solicit State or Federal agencies for emergency relief for economic impact on the employees resulting from the funding cutoff or for other grants.

19. Suspend all fundraising for capital improvements.

20. Prepare a press release and generate ongoing regular announcements indicating the status of the KCPL's efforts to deal with the damage caused by the cutoff of funding from the Board of Education.

21. Regularly communicate with the public, Staff and other constituencies regarding the actions which will be taken and the effects on services, hours, facilities and staffing.

22. Develop a channel for Staff to contribute ideas regarding proposed actions to be taken.

Copies of the above matters for consideration were made available to all those in attendance.

Mr. Albert reiterated that the above list is not an action plan. It will be used as a starting point for discussions to be had regarding possible actions to be taken by the Board. Mr. Albert answered questions from attendees and Board members.

Mr. Albert explained that the Board would be going into executive session. He gave a brief overview of the WV Code Section 6-9A-4(b)(9) and noted the Library Counsel, Chris Winton would be in attendance to continue discussions regarding the WV Supreme Court Decision and potential legal issues.

At this time Mr. Withrow confirmed with Mr. Albert that no further business would be conducted at the conclusion of the executive session and removed himself from the meeting. Pursuant to WV Code Section 6-9A-4(b)(9) and upon a motion duly made, seconded and unanimously approved, the Board went into executive session.

The Board reconvened in open session.

There being no further business the meeting was adjourned.

President

Secretary

MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS

HELD ON

March 11, 2013

The Regular Meeting of the Board of Directors of the Kanawha County Public Library was held on Monday, March 11, 2013, at 4:00 p.m., in the Ray Room.

The following Board Members were present:

Mr. M. Albert
Dr. K. Bailey
Ms. N. Chilton
Dr. M. Foster
Ms. S. Haden
Ms. M. Hussell
Ms. B. Lord
Ms. E. Lord
Ms. J. Pauer
Ms. S. Poffenbarger
Mr. H. Reustle
Ms. V. Rugeley
Ms. A. Silbernagel
Mr. M. Smith
Mr. J. Withrow

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Linda Miller, Associate Director of Public Services; Ms. Patty Tompkins, Development Coordinator; Ms. Terry Wooten, Marketing and Development Manager; and Ms. Tricia Stringer, Administrative Coordinator.

Mr. M. Albert presided. The Director served as Secretary. The President reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and unanimously carried, the minutes of the February 11, 2013 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and unanimously carried, the payment of General Bills in the amount of $160,685.21 and the Book Bills in the amount of $75,156.34 were approved and transmitted by the Library Director to the Board of Education of the County of Kanawha for payment.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds of $3,638.07 certified and approved in accordance with the Bylaws and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $3,639.14 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set forth on the list be paid.

Directors Monthly Report:

Mr. Engelbert gave a report on activities for the month, including:

- Staff Development Day took place on February 27th. Alan addressed the Supreme Court decision and its possible effects on the library in his State of the Library presentation. Staff split into groups to provide ideas for the Long Range Plan. Representative from the DHHR/Child Protective Services provided training to staff about reporting suspected child abuse and neglect. This completed the library's training requirements as a Mandatory Reporter. Linda Miller followed with discussion of Library procedures for reporting. The highlight of the day was presentation of the Linda G. Wright Award for Excellence in Library Service to Mr. Craig Lefteroff.

- Mr. Engelbert, Automation staff and Facilities Manager Tim Venitsanos met with the top three vendors who submitted proposals to replace the phone system at the Main library. A recommendation was made to the Finance Committee. No action will be taken at this time due to funding issues. The recommended vendor has agreed to hold the price in their proposal for 120 days. Mr. Engelbert did urge the Board to allow the process to go forward in this fiscal year if at all possible.

- Mr. Engelbert has been attending many meetings with staff, Mr. Albert, Legislators, other community leaders to discuss library funding.

REPORTS OF COMMITTEES:

Finance Committee. Mr. Albert reviewed the Levy resolutions with the Board. These amounts requested were calculated using the same formulas as in years past for the City of Charleston and the County Commission. After Board approval, a request letter and copy of the appropriate resolution will be sent to each levying authority. In addition to the standard levy requests, letters have already been sent to the City and County Commission requesting additional funds since the Kanawha County Board of Education is no longer a levying authority. Copies of the letters will be provided to Board members. Mr. Albert advised that the Finance Committee met and recommends approval of the resolutions. Upon a motion duly made and carried, the following resolutions were approved:

Levying Authority - City of Charleston

RESOLVED, that the Library requests the City of Charleston to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of the West Virginia Legislature, 1957, which will produce $1,005,071 required for the support, maintenance and operation of the Library and its branch libraries for the fiscal year beginning July 1, 2013;

RESOLVED FURTHER, that such request be transmitted to said City of Charleston by letter from the Board of Directors of the Library duly signed by its President.

RESOLVED FURTHER, that the officers of the Board of Directors of the Library and the Library Director be authorized and directed to sign such other papers and to perform such acts as may be necessary to effect the proper laying of the said levy by the City of Charleston authorized by the said statute, in order to provide for the support, maintenance and operation of the Library and its branch libraries, as aforesaid.

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Levying Authority - Kanawha County Commission

RESOLVED, that the Library requests the County Commission of Kanawha County to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of the West Virginia Legislature, 1957, which will produce $3,182,543 required for the support, maintenance and operation of the Library and its branch libraries for the fiscal year beginning July 1, 2013;

RESOLVED FURTHER, that such request be transmitted to said County Commission by letter from the Board of Directors of the Library duly signed by its President.

RESOLVED FURTHER, that the officers of the Board of Directors of the Library and the Library Director be authorized and directed to sign such other papers and to perform such acts as may be necessary to effect the proper laying of the said levy by the County Commission of Kanawha County authorized by the said statute, in order to provide for the support, maintenance and operation of the Library and its branch libraries, as aforesaid.

Mr. Albert distributed a draft copy of the funding request letter to be sent to the Kanawha County Board of Education. This letter serves as a follow up to a meeting regarding funding and the relationship of the Library and the Board of Education in the aftermath of the Supreme Court decision Mr. Albert and Mr. Engelbert had with School Superintendent Dr. Ronald Duerring and Mr. James Withrow (as general counsel for Kanawha County Schools, not as a KCPL Board member.). The letter requests full funding through the end of the Fiscal Year; requests funding of $2.5 million for the 2013-2014 fiscal year; and recommends working toward finding a permanent solution for guaranteed
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funding going forward. The letter outlines the changes already implemented and the likely reductions of service, staff, and materials that will be necessary if no funding is received.

Mr. Albert requested that a motion be made to approve the letter to be sent. The motion was made, seconded, and approved, with Mr. H. Reustle and Mr. J. Withrow abstaining.

Membership Committee. Ms. Poffenbarger reported that Ms. Elizabeth Lord, Ms. Virginia Rugeley, and Ms. Angelia Russell have all agreed to be appointed for an additional six year term as a member of the Board of Directors. Upon a motion duly made and carried, the following resolution was approved:

> RESOLVED, that Ms. Elizabeth Lord, Ms. Virginia Rugeley, and Ms. Angelia Russell be recommended to the Kanawha County Board of Education for another six year term as a Director of the Kanawha County Public Library, with such six year term to end June 30, 2019.

The resolution will be forwarded to the Board of Education for their approval.

OLD BUSINESS:

None.

NEW BUSINESS:

Library Funding. The Board previously received a copy of draft legislation being introduced in the State Senate. Sponsored by Senator McCabe., the bill requires all Boards of Education in West Virginia annually to fund libraries in their county at one percent of their current annual operating budget. This would result in a decrease in the amount of money allocated to KCPL compared to funding received through the 1957 Act but would provide a permanent funding stream and greatly improve library funding throughout the state.

Mr. Withrow opposed the legislation. While he does support secure funding for libraries, he believes the bill would harm education in counties where boards are running near to or in deficit. He suggested that the least costly solution would be for the Legislature to simply fund the board of education share to libraries with special acts, although he does not believe the Legislature would do so.

Board members discussed strategies for communicating to the public the effects of the Court's decision on public library service. Mr. Albert stated his belief that the most important issue and focus at present must be on securing ongoing funding. This is an unprecedented situation and the Library should proceed methodically to explore options for funding while reiterating the great value of library service to all of the communities that make up Kanawha County. The Marketing department will

distribute talking points to this end. The Board of Education included in a special meeting last week discussion regarding library funding. We are working with the Board of Education to try to come up with a solution.

Mr. Albert recapped the KCPL Board special meeting held on February 28th. Many of the Matters for Considerations developed in response to the Court's decision that were presented at that meeting have been acted upon. Mr. Engelbert updated the Board on expenditure reductions and other actions that have been implemented immediately. Effective March 10th the library will not be open on Sundays. We have reduced purchase of materials, online resources and technology. We will not fill our current (19) positions deliberately left vacant for the foreseeable future. There will be cuts to programming and KCPL events.

The West Virginia Book Festival has grown into a highly anticipated and well attended event. If it is to continue in October 2013, contracts must be signed and deposits put down now and authors booked immediately. Given the costs and massive amount of staff time required and in view of the uncertainty of funding for next fiscal year, Mr. Engelbert recommended that KCPL not participate in the 2013 West Virginia Book Festival while seeking to continue the associated book sale if possible. The recommendation was made in recognition that KCPL provides much of the staff and support for the Festival, and it is unlikely to continue if KCPL cannot participate. A number of directors expressed concern about the loss of the West Virginia Book Festival. Upon motion made, seconded and approved, the Kanawha County Public Library will not participate in the West Virginia Book Festival in 2013.

National Library Week Resolution. Upon motion duly made, seconded and carried, the following resolution was approved.

WHEREAS, April 14 through April 20, 2013 will be celebrated as National Library Week, and

WHEREAS, the Kanawha County Public Library system staff again, during the past year, has exhibited its dedication to continuing the delivery of quality services to library patrons as exemplified by the sustained use of over one million items in the collection last year and the continued success of the West Virginia Book Festival and the summer library clubs for children and adults, and

WHEREAS, the Kanawha County Public Library system staff have also planned, programmed and implemented many other activities in the past year that have resulted in the expansion and improvement of library services provided to patrons.

NOW, THEREFORE BE IT RESOLVED, by the Board of Directors of the Kanawha County Public Library system here assembled on March 11, 2013 that on the occasion of National Library Week, the staff of the Kanawha County Public Library system are hereby commended for its continued effort to provide patrons with the most effective services, materials and facilities possible in order to contribute to the level of quality of life desired by the patrons with regard to public library services, and

BE IT FURTHER RESOLVED, by the Board of Directors of the Kanawha County Public Library system that this resolution of commendation be made known to all members of the staff.

There being no further business the meeting was adjourned.

President

Secretary

MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS

HELD ON

April 8, 2013

The Regular Meeting of the Board of Directors of the Kanawha County Public Library was held on Monday, April 8, 2013, at 4:00 p.m., in the Ray Room.

The following Board Members were present:

Mr. M. Albert
Dr. K. Bailey
Ms. N. Chilton
Ms. S. Haden
Ms. B. Lord
Ms. C. Morgan
Ms. J. Pauer
Ms. S. Poffenbarger
Ms. A. Russell

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Linda Miller, Associate Director of Public Services; Ms. Terry Wooten, Marketing and Development Manager; and Ms. Tricia Stringer, Administrative Coordinator.

Mr. M. Albert presided. The Director served as Secretary. The President reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and unanimously carried, the minutes of the February 26, 2013 meeting and the minutes of the March 11, 2013 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and unanimously carried, the payment of General Bills in the amount of $124,612.52 and the Book Bills in the amount of $42,651.30 were approved and transmitted by the Library Director to the Board of Education of the County of Kanawha for payment.

Approval of Bills - Special Funds. The Library Director submitted a list of bills to be paid from Special Funds of $1,961.81 certified and approved in accordance with the Bylaws and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set out on that list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $680.27 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set forth on the list be paid.

Directors Monthly Report:

Mr. Engelbert gave a report on activities for the month, including:

- Mr. Engelbert has been attending many meetings with Mr. Albert, staff, Legislators, and other community leaders to discuss library funding.

- Employee morale has stayed reasonably positive in the recent months. We have received over 150 suggestions from employees regarding increasing revenues/reducing costs. There has been an increase in inquiries regarding the Employee Assistance Program. While staff turnover has stayed at the normal rate, we already have so many positions deliberately left vacant that additional turnover is creating serious problems in some departments and branches, to the point that it may be necessary to limit open hours on an ad hoc basis in the event of illness or other unpredictable staffing situation, or further turnover.

- The Book Festival Steering Committee met to do a final exploration to determine if there was any way to conduct the Festival in 2013. The Committee concluded it could not be held his year, but all parties hope to revive it once funding issues are positively resolved.

- The Budget process has been halted due to pending funding decisions by the Kanawha County Board of Education. We hope to have a definitive answer on the level of funding for the 2013-2014 fiscal year by the end of the month.

REPORTS OF COMMITTEES:

Personnel and Public Service Committee. Dr. Bailey reported that a joint meeting of the Personnel and Public Services Committees took place last week. The Committees discussed various scenarios for personnel and the provision of service to the public but decided to hold any action in abeyance until the funding situation is further defined.

OLD BUSINESS:

Legislation Update. Mr. Engelbert reported Bills introduced in this legislative session involving public library funding will not be passed. A joint resolution calling for a legislative study of statewide public library funding was passed by the Senate Education Committee and may advance further.

FY 2013-2014 and Ongoing or Potential Funding Scenarios; Resolution. Mr. Engelbert and Mr. Albert have met with Superintendent Duerring multiple times over the past month. These meetings have been cordial and in the spirit of cooperation to find a mutually desirable solution to the funding issues that both KCPL and the school system face in the coming years. Mr. Engelbert developed for these discussions a funding request that is the lowest dollar amount that would allow KCPL to continue operations without closing facilities or other major disruptions for 2013-2014. After FY2013-14, we are encouraging the Board of Education to run an excess levy that includes funding for the Library. If passed, this funding would go into effect July 1, 2014 and continue for a five-year period. Details of this levy have not been worked out. Mr. Albert gave an overview of levy elections in general and shared ideas with the Board regarding this specific levy.

Mr. Albert reviewed the previously distributed resolution for the Board. Upon motion duly made, seconded and carried, the following resolution was approved.

WHEREAS, the West Virginia Supreme Court of Appeals ruled in February 2013 that the Kanawha County Board of Education (the Board of Education) cannot be required to fund public libraries through regular or excess levies under the provisions of Chapter 178 of the Acts of the Legislature, Regular Session, 1957, also known as the "Kanawha Special Act" (the 1957 Act); and

WHEREAS, the library service provided by the Kanawha County Public Library (KCPL) is vital to people of all ages living anywhere in Kanawha County and is a crucial element to the full system of education in Kanawha County; and

WHEREAS, the Board of Education has voted to continue to make payments only through June 30, 2013, to the KCPL at the funding level previously provided by the 1957 Act; and

WHEREAS, it is in the best interests of the Board of Education to preserve and protect the operational integrity and financial solvency of the KCPL by continuing to fund the KCPL in the 2013-2014 fiscal year at a level sufficient to maintain Library services substantially intact, while the KCPL recognizes the funding constraints faced by the Board of Education; and

WHEREAS, it is in the best interests of the KCPL work in cooperation with the Board of Education to identify and implement a lawful mechanism or manner to fund the KCPL on an ongoing, sustainable and predictable basis commencing in the 2014-2015 fiscal year and continuing thereafter; and

WHEREAS, because of the fluid nature, the rapidly changing circumstances and the emergency nature of the situation involved in attempting to arrive at an acceptable funding scenario for the KCPL, the Board of the KCPL believes that it is in the best interests of the KCPL to vest authority and discretion in the President of the Board and the Director of the KCPL to enter into a funding arrangement with the Board of Education;

NOW, THEREFORE BE IT,

RESOLVED, that the President of the Board of the KCPL and the Director of the KCPL be, and they hereby are, authorized and empowered to negotiate, execute and deliver, for and on behalf of the KCPL a funding commitment and agreement with the Board of Education to (i) provide funding for and maintain essential library services during the remainder of fiscal year 2012-2013; (ii) to provide some adequate level of funding for the 2013-2014 fiscal year; and (iii) to consider some further funding commitment in the form of a levy election or other scenario that would provide sustainable and predictable funding for the KCPL for a term of years; and be it further

RESOLVED, that the President of the Board and the Director are also authorized and empowered to execute and deliver such instruments and documents and take such steps and actions as shall be necessary or advisable to effect and consummate the transactions contemplated by these resolutions, provided, however, that the Board of Directors of the KCPL reserves the right to make any final decision with respect to any commitment by the KCPL to participate in a levy election with the Board of Education

Other. Mr. Albert recapped the recent meetings of the Board of Education and the Kanawha County Commission. The Board of Education has agreed to continue full funding until the end of the current fiscal year. They are willing to work with KCPL in order to provide funding at some level for the next fiscal year and seem to be supportive of running a levy election. The County Commission would also support running a levy for library funding.

Ms. Morgan reminded the Board that the Basket Auction will be held on Saturday, April 20th. There has been great support for this event throughout the community. All Board members are encouraged to attend and bring some friends.

NEW BUSINESS:

None.

There being no further business the meeting was adjourned.

Michael A. Albert
President

Secretary

MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS

HELD ON

May 13, 2013

The Regular Meeting of the Board of Directors of the Kanawha County Public Library was held on Monday, May 13, 2013, at 4:00 p.m., in the Ray Room.

The following Board Members were present:

Mr. M. Albert	Ms. C. Morgan
Dr. K. Bailey	Ms. J. Pauer
Ms. N. Chilton	Ms. S. Poffenbarger
Dr. M. Foster	Ms. V. Rugeley
Ms. S. Haden	Ms. A. Silbernagel
Ms. B. Lord	Mr. M. Smith
	Mr. J. Withrow

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Linda Miller, Associate Director of Public Services; Ms. Terry Wooten, Marketing and Development Manager; Ms. Melissa Minsker, Children's Librarian; Ms. Melissa Adkins, YA Collections and Programming Librarian; Ms. Kim Dankovich-Taylor, Collections and Programming Librarian; and Ms. Tricia Stringer, Administrative Coordinator.

Mr. M. Albert presided. The Director served as Secretary. The President reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and unanimously carried, the minutes of the April 8, 2013 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and unanimously carried, the payment of General Bills in the amount of $254,163.12 and the Book Bills in the amount of $60,897.24 were approved and transmitted by the Library Director to the Board of Education of the County of Kanawha for payment.

Approval of Bills - Special Funds. The Library Director submitted a list of bills to be paid from Special Funds of $2,540.93 certified and approved in accordance with the Bylaws and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set out on that list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $1,121.15 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set forth on the list be paid.

Directors Monthly Report:

Mr. Engelbert gave a report on activities for the month, including:

- Mr. Engelbert announced that Ms. Patty Tomkins has resigned as Development Coordinator, effective May 9, 2013, and expressed appreciation for her many contributions to the library and Capital Campaign over the past three years. The position will remain vacant for the time being.

- Mr. Engelbert has approved the posting part-time Library Assistant positions at Cross Lanes, Clendenin and the Children's Department at Main. These open positions are over and above the twenty positions deliberately left vacant in anticipation of potential funding issues, and are necessary to maintain open hours and staffing at public service points.

- The energy efficiency project to replace all light bulbs and ballasts at the Main Library is progressing well. The work is being done by our Facilities staff. Areas of the building that have been completed are noticeably brighter. The project should be completed by the end of the summer.

- Work continues on developing the Budget for the 2013-2014 fiscal year. Meetings of the Personnel Committee and the Finance Committee to consider the Budget will be scheduled soon, leading to presentation of the proposed budget at the June Board meeting.

- The Basket Auction was held on April 20, 2013, and it was a great success. Many thanks and congratulations go to Ms. Anne Silbernagel and Ms. Cheryl Morgan, the Co-Chairs of the event. This year's event had a record number of sponsors and donations, higher ticket sales and raised substantially more money than previous years. It was an enjoyable evening and the showing of support and encouragement from the community for the Library was wonderful.

- The next event will be the Street Fair on June 29-30, 2013. This year the library will be limiting activities due to staffing issues. We are also in need of volunteers. If you are available to assist, please contact Pam May for more information.

Staff Report:

The Summer Reading Club will take place again this year, but without a grand system-wide kickoff event that was a feature in previous years. KCPL offers programs for all age groups.

Ms. Minsker introduced the Children's Summer Reading Program, "Reading is MathMagical," which will promote both Mathematics/Math related skills and Reading. She gave an overview of the program and corresponding prizes. The Reading Program will run from June 8 – July 27, 2013. There will also be many related children's events and programs, such as a visit from the Arithmetickles and a Lego Robotics Program. Ms. Minsker thanked the Board and the Friends (via the basket auction) for their support.

Ms. Adkins outlined the Teen Summer Library Program, "Current Reads" which will run from May 18 – August 30. She noted that the title is a play on words to relate to the overall theme (current – like electricity). Based on previous years' feedback, the option for teens to complete more than the required number of books will be available again. For each book read over the required number, teens will be allowed to enter a grand prize drawing for a Kindle Fire provided by the Friends. We also will be running a "MEME yourself" contest on our social media sites.

Ms. Dankovich-Taylor presented the Board with an overview of this year's Britton Summer Reading Club for adults, "Reading by the Numbers". The Club will run from May 28 – August 30, 2013. Patrons have a choice of reading any 20 books or one book chosen from eight of ten available categories. Books read during the Britton Summer Reading Club will also count towards the WV Reads 150 team reading log. Everyone who meets the challenge receives a small prize. We'll hold a drawing for a variety of additional prizes on Monday, Sept. 9, 2013. The grand prize is a Kindle Paperwhite provided by the Friends.

REPORTS OF COMMITTEES:

Finance Committee. The Committee previously met in March to review the bids received to replace the phone system at the Main Library. At that meeting the Committee adopted the recommendation presented by Mr. Engelbert and the Automation Staff but deferred referring the matter to the Board for action due to uncertainty regarding funding. The recommended vendor agreed to hold the bid price for 120 days. Given that we now know the funding for the next fiscal year, the Committee is recommending that the Board approve the distributed resolution.

Mr. Engelbert addressed questions and issues raised by the Board. Some members were concerned with the timing of the project given recent funding issues. Mr. Engelbert responded that regardless of future funding, the Main Library likely will continue to operate and a reliable phone system is necessary in order to serve the community. Also, in order to utilize the current pricing the project needs to move forward.

Upon a motion made and carried the following resolution was approved, with Ms. Morgan opposing,

WHEREAS, the current telephone system for the Kanawha County Public Library was purchased and installed in 1992;

WHEREAS, the telephone system does not meet the needs of modern technology and has presented a number of serious operational problems that have resulted in the Main Library being without phone service or having phone service with seriously reduced capacity during the past two years; and

WHEREAS, pursuant to earlier authorization from the Board, the Library developed specifications and solicited bids from vendors to supply a new telephone system in accordance with Library policies and statutory requirements; and

WHEREAS, Northeast Telecom has submitted a bid which complies with the specifications and is the bid most responsive to the needs of the Library;

NOW, THEREFORE, BE IT

RESOLVED, that the Board of Directors approves the bid from Northeast Telecom and authorizing the Director to accept the original bid from Northeast Telecom of $37,005.57 and the revised cost of $36,952.20 and to accept the proposed option of a PRI card at a cost of $1,649.00 for a total cost not to exceed $38,601.20; and be it further

RESOLVED, that the Director, with the advice and assistance of Counsel for the Library, be, and hereby is, authorized to execute the contract or such other Instruments and take any other actions necessary to procure a new telephone system from Northeast Telecom; and be it further

RESOLVED, that the funds necessary to pay for the telephone system costs be taken from the Contingency line of the Library budget.

NEW BUSINESS:

Excess Levy Issues. Mr. Albert and Mr. Engelbert have been meeting with Superintendent Duerring over the past month to discuss future funding options. These meetings have been cordial and productive. KCPL will plan to participate in an excess levy election with the Board of Education later this year. Details have not been worked out and meetings will continue.

The Board discussed potential options for the actual funding question that would appear on the ballot, what libraries would be included, funding amounts, volunteering for the election, and many other issues. Mr. Engelbert and Mr. Albert will provide an update at the next Board Meeting in June.

Appointment of Nominating Committee: Mr. Albert appointed an Ad Hoc Committee to nominate Board officers for the upcoming fiscal year composed of Ms. Chilton, Ms. Haden, Ms. Poffenbarger, Ms. Rugeley (Chair) and Ms. Silbernagel. The Committee will report to the Board at the June meeting with their recommendations. Voting for officers will be held at the Annual Meeting.

Establish Time, Annual Meeting: The Annual Meeting will be held Friday, July 5, 2013, at 9:00 a.m. in the Ray Room at the Main Library in Charleston.

There being no further business the meeting was adjourned.

President

Secretary

MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS

HELD ON

June 10, 2013

The Regular Meeting of the Board of Directors of the Kanawha County Public Library was held on Monday, June 10, 2013, at 4:00 p.m., in the Ray Room.

The following Board Members were present:

Mr. M. Albert	Ms. S. Poffenbarger
Dr. K. Bailey	Mr. H. Reustle
Ms. S. Haden	Ms. A. Russell
Ms. M. Hussell	Ms. A. Silbernagel
Ms. B. Lord	Mr. M. Smith
Ms. C. Morgan	Mr. J. Withrow

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Linda Miller, Associate Director of Public Services; Ms. Terry Wooten, Marketing and Development Manager; and Ms. Tricia Stringer, Administrative Coordinator.

Mr. M. Albert presided. The Director served as Secretary. The President reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and unanimously carried, the minutes of the May 13, 2013 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and unanimously carried, the payment of General Bills in the amount of $ 124,065.01 and the Book Bills in the amount of $74,206.49 were approved and transmitted by the Library Director to the Board of Education of the County of Kanawha for payment.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds of $5,522.86 certified and approved in accordance with the Bylaws and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $8,226.48 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set forth on the list be paid.

Directors Monthly Report:

Mr. Engelbert gave a report on activities for the month and noted that:

- The imaginative use of state contracts by Automation Employee Tim Linde while ordering computers had saved KCPL approximately $10,000.

- Again this month, the main focus has been library funding, the budget, and planning for the excess levy election. Mr. Engelbert thanked Mr. Albert for his time and continued work on these issues.

- Mr. Engelbert and Accounting Coordinator Ms. Kim Runion met with representatives of the Elk Valley Branch Advisory Board to begin the process of applying for recognition by the IRS of their status as a 501(c) 3 organization. This is the same process that was completed with the Cross Lanes and Clendenin Advisory Boards.

- Mr. Engelbert attended a mandatory annual meeting for Service Center libraries with the West Virginia Library Commission to review administrative rules, legal requirements and reporting, service issues, etc. We are in compliance with all requirements. He and Commission Secretary Karen Goff subsequently met with Perry Bryant, Executive Director of West Virginians for Affordable Health Care to discuss the role libraries could play in assisting with the process of signing up people for Medicare and health insurance under the affordable Care Act.

- Mr. Engelbert made a presentation at Rotary about the futures of libraries and of KCPL.

REPORTS OF COMMITTEES:

Finance Committee: Mr. M. Smith reported that the Finance Committee met on May 21, 2013 to review the proposed 2013/2014 Budget and has forwarded the 2013/20014 Budget to the Board with a recommendation that it be approved. He summarized key points and Mr. Engelbert reviewed in more detail the previously distributed proposed Budget. Mr. Engelbert focused on changes and reductions required because of the loss of funding through the Kanawha County Board of Education. After discussion, a motion was duly made and unanimously approved that the KCPL Fund Balance Recommendations be accepted and the Budget for Fiscal Year 2013/2014 be adopted in the amount of $7,540,299 in the General Fund and $586,500 in the Construction Fund, for a total of $8,126,799. The

motion also included reaffirmation of the previously-approved resolution to carry funds from the sale of the former Elk Valley Facility into the 2013/2014 budget, as follows:

WHEREAS, the Elk Valley Branch facility opened in August 2011;

WHEREAS, the Board of Directors sold the former Elk Valley facility via auction for $253,001;

WHEREAS, by Resolution adopted September 12, 2011 the Board of Directors stated its intent to apply the proceeds of this sale to the ongoing lease costs of the Elk Valley Branch facility in order to continue the delivery of library services to patrons in the Elk Valley area; and

WHEREAS, the Board of Directors also intends to apply the unexpended July 2011 lease payment for the new facility in the amount of $8,854 to the ongoing lease costs of the Elk Valley Branch facility;

NOW, THEREFORE BE IT

RESOLVED, that $261,855 be carried from the 2011/2012 budget to the 2012/2013 budget for the purpose of paying the ongoing lease costs of the Elk Valley Branch facility; and be it further

RESOLVED, that it is the intent of the Board to carry funds remaining after the payment of lease costs in the amount of $106,250 for the Elk Valley Branch facility in the 2012/2013 fiscal year into the budget to pay lease costs for the 2013/2014 fiscal year; and be it further

RESOLVED, that it is the intent of the Board to repeat this process for the 2014/2015 fiscal year, at which time the initial amount of $261,855 will be completely expended.

Nominating Committee. Ms. Silbernagel reported that the Nominating Committee met on May 16, 2013 and recommends the following slate of officers of the KCPL Board of Directors for fiscal year 2013-2014:

Mr. Mike Albert	President
Ms. Cheryl Morgan	First Vice President
Ms. Elizabeth Lord	Second Vice President
Mr. Alan Engelbert	Secretary/Treasurer

Mr. Albert reminded the Board that nominations could also be made from the floor at today's meeting and at the Annual Meeting on July 5, 2013, at which meeting the election of officers will take place.

OLD BUSINESS:

Excess Levy Ballot Question: Mr. Albert and Mr. Engelbert have continued to meet with representatives from the Board of Education regarding funding through the proposed excess levy which will be considered by the electorate on Saturday, November 9, 2013. A slightly revised copy of the previously distributed resolution was presented to the board and Mr. Albert explained the additional wording (final paragraph).

Upon a motion duly made, seconded, and carried, the following resolution was approved.

WHEREAS, the Kanawha County Public Library Board has been informed that after full consideration thereof, The Board of Education of the County of Kanawha has the opinion that the maximum levies for current expenses authorized by Article 8, Chapter 11 of the Code of West Virginia, 1931, as amended, will not provide sufficient funds for the payment of the general current expenses of schools in Kanawha County; and

WHEREAS, the Kanawha County Public Library Board has been informed that The Board of Education of the County of Kanawha has ascertained that amounts in excess of the amounts raised by regular levies will be needed by The Board of Education of the County of Kanawha, and has determined the purpose for which such additional funds are needed, and

WHEREAS, the Kanawha County Public Library Board has been informed that The Board of Education of the County of Kanawha has determined that one of the purposes for which such additional funds are needed is to fund the operations of public libraries in Kanawha County as a school purpose including funds for the Kanawha County Public Library, South Charleston Public Library and Nitro Public Library,

NOW, THEREFORE, BE IT

RESOLVED, that the Kanawha County Public Library Board of Directors hereby requests that The Board of Education of the County of Kanawha provide in accordance with law funds in the following amounts and for the purposes as follows to be included in the election to be held to increase the levies in accordance with law:

Kanawha County Public Library – Partially fund the Kanawha County Public Library to operate the Kanawha County Public Library (KCPL) system including the Main Library in Charleston, Clendenin Branch Library, Cross Lanes Branch Library, Dunbar Branch Library, Elk Valley Branch Library, Glasgow Branch Library, Marmet Branch Library, Riverside Public Library, Saint Albans Branch Library, Sissonville Branch Library, and the Mobile Library (Bookmobile); including but not limited to salaries, benefits, recruitment and training for staff necessary to effectively serve the public; purchase of library materials in formats including but not limited to print, audio-visual and electronic formats; cataloging of materials; planning and presenting programs for the public for all ages; provision of online catalog and other automated services specific to libraries to all KCPL facilities and to a minimum of forty public schools that are part of the Kanawha County Public School system; software, computers and other technology for public and staff use; data communications and Internet access; communications equipment; wireless access at all KCPL facilities; photocopiers for public and staff use;

delivery and courier service between all KCPL facilities and the Nitro Public Library and the South Charleston Public Library; lease costs for the Elk Valley facility; facility repair, maintenance, purchase of maintenance equipment and supplies, maintenance contracts and contracted services, pest control, and required inspections; ADA compliance; purchase of necessary furnishings and equipment; equipment maintenance and repair; operation of vehicles, vehicle maintenance and fuel ; all utilities including electric, water and sewage, natural gas, telephone, fire service fees and trash removal at all KCPL facilities; printing and advertising costs; office, library and operational/housekeeping supplies; uniforms; postage; insurance; audit; legal and professional fees; professional memberships; travel; collection expense for overdue materials and appropriate refunds.

FY 2014-2015	FY 2015-2016	FY 2016-2017	FY2017-2018	FY 2018-2019
$2,986,800	$3,092,376	$3,201,090	$3,313,069	$3,428,451

South Charleston Public Library – Partially fund the operations of the South Charleston Public Library including but not limited to salaries, benefits, recruitment and training for staff necessary to effectively serve the public; purchase of library materials in formats including but not limited to print, audio-visual and electronic formats; cataloging of materials; planning and presenting programs for the public for all ages; provision of online catalog and other automated services specific to libraries; software, computers and other technology for public and staff use; data communications and Internet access; communications equipment; wireless access; photocopiers for public and staff use; facility repair, maintenance, purchase of maintenance equipment and supplies, maintenance contracts and contracted services, pest control, and required inspections; ADA compliance; purchase of necessary furnishings and equipment; equipment maintenance and repair; all utilities including electric, water and sewage, natural gas, telephone, fire service fees and trash removal; printing and advertising costs; office, library and operational/housekeeping supplies.

FY 2014-2015	FY 2015-2016	FY 2016-2017	FY2017-2018	FY 2018-2019
$227,480	$235,521	$243,801	$252,330	$261,117

Nitro Public Library – Partially fund the operations of the Nitro Public Library including but not limited to salaries, benefits, recruitment and training for staff necessary to effectively serve the public; purchase of library materials in formats including but not limited to print, audio-visual and electronic formats; cataloging of materials; planning and presenting programs for the public for all ages; provision of online catalog and other automated services specific to libraries; software, computers and other technology for public and staff use; data communications and Internet access; communications equipment; wireless access; photocopiers for public and staff use; facility repair, maintenance, purchase of maintenance equipment and supplies, maintenance contracts and contracted services, pest control, and required inspections; ADA compliance; purchase of necessary furnishings and equipment; equipment maintenance and repair; all utilities including electric, water and sewage, natural gas, telephone, fire service fees and trash removal; printing and advertising costs; office, library and operational/housekeeping supplies.

FY 2014-2015	FY 2015-2016	FY 2016-2017	FY2017-2018	FY 2018-2019
$51,000	$52,803	$54,659	$56,571	$58,541

(Total)

FY 2014-2015	FY 2015-2016	FY 2016-2017	FY2017-2018	FY 2018-2019

$3,265,280 $3,380,700 $3,499,550 $3,621,970 $3,748,110

AND BE IT FURTHER

RESOLVED, that the President of the Board and the Director are also authorized and empowered to takes such steps, make such minor changes and take such other actions as, in their discretion and with the advice of counsel, may be necessary to put the purposes called for in this resolution into final form in conjunction with the Kanawha County Board of Education and in consultation with the South Charleston Public Library and the Nitro Public Library boards of directors.

NEW BUSINESS:

Providence Associates Contract Renewal. Mr. Engelbert explained that it was contractually agreed that work for the KCPL by Providence Associates was to be completed by June 30, 2013. The KCPL put the further investigation into the Main Library building project on hold because of the Kanawha County Board of Education funding issue. Providence Associates is agreeable to extending the contract completion date to June 30, 2014. There are no additional financial obligations incurred by extending the contract while awaiting the results of the excess levy election.

It was moved, seconded, and carried that the Board authorizes the extension of the Providence Associated contract through June 30, 2014.

Establish Date, Time and Place, Continuation of Annual Meeting. By statute, the Annual Meeting must take place on the first Friday in July. This year the meeting will be Friday, July 5, 2013, at 9:00 a.m., in the 3rd floor Ray Room at the Main Library in Charleston. That meeting will then be adjourned to a date, time and place determined by the Board. After discussion, it was agreed that the continuation of the Annual Meeting will be held Wednesday, July 24, 2013 at 4:00 p.m. at the Dunbar Branch Library. A brief business meeting will take place to approve Minutes and approve payment of bills at that adjourned meeting to be followed by a program.

Resolution in Honor of Service – Parker Smith. Upon a motion duly made, seconded, and unanimously approved, the following resolution was adopted.

WHEREAS, Mr. Parker Smith has, for purely personal reasons, resigned from the Kanawha County Public Library Board of Directors effective June 10, 2013; and

WHEREAS, Mr. Smith had been a faithful, dedicated and invaluable member of the Board of Directors since 1986; and

WHEREAS, During Mr. Smith's tenure on the Board of Directors, the Kanawha County Public Library saw the implementation of numerous improvements and

advancements in library service such as additional communities served by branch facilities, new branch facilities, computer catalog and electronic information resources, long range planning, the sweeping changes brought about by the personal computer and the Internet, and the expansion of other aspects of the library such as staff training, the number and formats of audiovisual materials available in the collection and types and numbers of programs for children and adults, and events such as the West Virginia Book Festival; and

WHEREAS, Mr. Smith has given selflessly of his time and expertise in financial and other matters to the continued benefit of the Library; and

WHEREAS, Mr. Smith has been a source of wise counsel and diligent counsel and insight to the Library Board;

NOW, THERFORE, BE IT

RESOLVED, That it is with deep regret that the Board of Directors accepts the resignation of Mr. Smith from the Board of Directors of the Kanawha County Public Library; and be it further

RESOLVED, That the Board wishes to express its heartfelt and warmest appreciation to Mr. Smith for his twenty-seven years of faithful service and dedication to the Library; and be it further

RESOLVED, That this resolution be spread upon the minutes of this meeting and that a copy be given to our colleague, Mr. Parker Smith.

There being no further business the meeting was adjourned.

President

Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON
July 5, 2013

The Annual Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Friday, July 5, 2013 at 9:00 a.m. in the John V. Ray Room of the Library.

The following Board Members were present:

Mr. M. Albert
Dr. K. Bailey
Ms. C. Morgan
Mr. M. Smith

Also present were Mr. Alan Engelbert, Director and Ms. Tricia Stringer, Administrative Coordinator.

Mr. Albert presided. The Director served as Secretary. The President reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and adopted, the minutes of the June 10, 2013 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and adopted, the payment of General Bills in the amount of $112,258.26 and the Book Bills in the amount of $169,852.78 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds of $1,292.40 duly certified and approved in accordance with the Bylaws and on motion duly made, seconded, and adopted, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $325.69 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and adopted, it was ordered that the bills set forth on the list be paid.

NEW BUSINESS:

Election of Board Officers. The proposed slate of officers was submitted to the Board in a report of the Nominating Committee on June 10, 2013. Mr. Albert called for any additional nominations. There were none. A motion was duly made and approved to elect the following as officers of the KCPL Board of Directors for the fiscal year 2013-2014:

Mr. Mike Albert, President
Ms. Cheryl Morgan, First Vice-President
Ms. Elizabeth Lord, Second Vice-President
Mr. Alan Engelbert, Secretary/Treasurer

Other. There was a brief discussion of the Annual Meeting Program – "Focused on the Future". Mr. Engelbert will present an overview of the Library and its services. Dr. Ron Duerring, Superintendent of Kanawha County Schools, will focus on how the library and schools are partners for education in the community. Mr. Albert will speak to the funding issue and the upcoming Excess Levy Election.

The continuation of the KCPL Board of Directors Annual Meeting is set for Wednesday, July 24, 2013 at 4:10 p.m. at the Dunbar Branch Library. There will be a Library Board of Directors Meeting at 4:00 p.m.

There being no further business the meeting was adjourned.

President

Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON
July 24, 2013

The continuation of the Annual Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Wednesday, July 24, 2013, at 4 p.m. at the Dunbar Branch Library.

The following Board Members were present:

Mr. M. Albert
Dr. K. Bailey
Dr. M. Foster
Ms. S. Haden
Ms. M. Hussell
Ms. B. Lord
Ms. C. Morgan
Ms. S. Poffenbarger
Mr. H. Reustle
Ms. A. Russell
Ms. A. Silbernagel
Mr. M. Smith
Mr. J. Withrow

Also present were Mr. Alan Engelbert, Director, and Tricia Stringer, Administrative Coordinator. In addition, the meeting was attended by a number of staff members, branch advisory board members, representatives from the WV Library Commission, Dr. Ron Duerring, and patrons.

Mr. Albert presided. The Director served as Secretary. The President reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and adopted, the minutes of the July 5, 2013 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and adopted, the payment of General Bills in the amount of $160,145.61 and the Book Bills in the amount of $37,827.71 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds of $2,894.72 duly certified and approved in accordance with the Bylaws and on motion duly made, seconded, and adopted, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $3,000.29 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and adopted, it was ordered that the bills set forth on the list be paid.

ANNUAL MEETING PROGRAM: Focused on the Future

Mr. Albert continued the Annual Meeting by welcoming everyone in attendance and thanking the Dunbar Branch for hosting the event. Mr. Albert also thanked the attendees for coming to the meeting and acknowledged and thanked all of the groups and individuals who are so critical to the Library and its efforts, including the KCPL Board, Foundation Board, the Friends Steering Committee, Branch Advisory Boards, Library Director Alan Engelbert, funding authorities, legislators and the Library staff.

Mr. Engelbert thanked the KCPL Board, thanked Mr. Albert for his many contributions to the Library as Board President, and thanked the library staff for the dedication and hard work they bring to serving the public. Mr. Engelbert continued with his presentation on "The Library and Its Services."

Mr. Engelbert introduced Dr. Ronald Duerring, Superintendent of Kanawha County Schools. Dr. Duerring spoke of the partnership with the libraries in Kanawha County and the combined focus of improving education going forward. He explained the factors that combined to cause deficits in funding that would be resolved by passage of the excess levy and plans for improving education in the County that the excess levy would make possible.

Mr. Albert followed by further discussing the upcoming excess levy election as it applies to the Library. The election affects fully 40% of tax support for the Kanawha County Public Library and will determine the future course of library service in this County. A group is forming to organize contributors and volunteers to work to pass the levy. The best way to help this cause is to volunteer your time. Details on the election and informational material will be distributed as they become available.

Upon completion of the presentation, everyone was invited to stay for refreshments provided by the Dunbar Branch Advisory Board and to tour the facility.

There being no further business the meeting was adjourned.

Michael A. Albert
President

Secretary

MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS

HELD ON

August 12, 2013

The Regular Meeting of the Board of Directors of the Kanawha County Public Library was held on Monday, August 12, 2013, at 4:00 p.m., in the Ray Room.

The following Board Members were present:

Dr. K. Bailey
Ms. S. Haden
Ms. E. Lord
Ms. S. Poffenbarger
Ms. V. Rugeley
Ms. A. Silbernagel
Mr. M. Smith

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Linda Miller, Associate Director of Public Services; Ms. Terry Wooten, Marketing and Development Manager; and Ms. Tricia Stringer, Administrative Coordinator.

Ms. E. Lord presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and unanimously carried, the minutes of the July 24, 2013 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and unanimously carried, the payment of General Bills in the amount of $60,718.48 and the Book Bills in the amount of $37,070.99 were approved and transmitted by the Library Director to the Board of Education of the County of Kanawha for payment.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds of $3,664.71 certified and approved in accordance with the Bylaws and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $366.97 duly certified and approved in accordance with the

Bylaws, and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set forth on the list be paid.

Directors Monthly Report:

Mr. Engelbert gave a report on activities for the month and noted that:

- The phone system went down again at Main. We are recovering but many problems remain and it may be difficult to reach individual staff. The new phone system should be installed in the next few weeks and be operational shortly thereafter.

- Mr. Engelbert thanked the Board members and all those who attended the Annual Meeting in Dunbar. Dr. Duerring's presentation about the use by the Board of Education of the funds from the excess levy was informative and will be helpful as the issue is discussed going forward.

- The Legislature's Joint Finance Committee met to discuss conducting a study of local funding of public libraries in West Virginia. The study will go forward during the Interim sessions of the Legislature.

- WVDELI has negotiated a group discount for individual members to participate in Freegal, a service which permits KCPL patrons to download music legally and retain that music on their devices. There are a certain number of free downloads per week. At this point, Sony Music is the largest provider of songs. This type of service reflects the changing nature of library collection building in the electronic era.

- Marketing Supervisor Pam May and Web Services Coordinator Travis Lloyd have left KCPL to takes jobs with the YWCA and in Oregon, respectively. Because of the current financial situation, at this point we are not filling the Marketing Supervisor position. We have been recruiting for a new Web Services Coordinator and have received a few applications. In the interim, we have contracted with a local web specialist to update our website.

REPORTS OF COMMITTEES:

Finance Committee: The Finance Committee reviewed the proposed carry over adjustments to the 2013-2014 Budget. Mr. Engelbert explained the carry over requests.

Upon a motion duly made and carried the below resolution was approved.

RESOLVED, that the fiscal year 2013/2014 budget be amended to carry forward funds encumbered and/or authorized during the previous fiscal year and allow additional funds To be taken from the unencumbered fund balance for the items designated.

Account	Department	Encumbrance
Automation Equipment	Automation	$ 175.58
Automation Supplies	Administration	$ 1,505.19

Automation Supplies	Automation	$	49.52
Building Repair & Maintenance	Facilities	$	2,116.25
Capital Expense	St. Albans	$	6,387.03
Copier Expense	Administration	$	196.81
Furniture & Equipment	Administration	$	1,269.22
Furniture & Equipment	Adult Services	$	1,026.40
Furniture & Equipment	Riverside	$	131.20
Furniture & Equipment	Sissonville	$	1,529.28
Housekeeping Supplies	Facilities	$	70.60
Miscellaneous Expense	Administration	$	90.00
Printing	Marketing & Development	$	2,921.89
Supplies	Administration	$	471.00
Supplies	Tech Services	$	905.10
Supplies	Cross Lanes	$	44.88
	SUBTOTAL	$	18,889.95
UNEXPENDED COMMUNITY PARTICIPATION PROJECT GRANT FUNDS			
Administration		$	28,000.00
Clendenin		$	3,799.84
Cross Lanes		$	3,907.70
Elk Valley		$	3,750.00
Nitro		$	171.61
Sissonville		$	3,959.24
Marmet Construction		$	19,250.00
	SUBTOTAL	$	62,838.39
OTHER			
Collection Materials	Nitro	$	11,655.13
	SUBTOTAL	$	11,655.13
Grand Total		**$**	**93,383.47**

NOTE:
At the board meeting held May 14, 2012 a resolution was approved to carry forward $261,855 from the 2011/2012 budget to the 2012/2013 and 2013/2014 budget in order to pay the lease costs at Elk Valley. The resolution was reconfirmed by the Board at its meeting of June 10, 2013.

Renew Auditor Contract: Per directives issued by the State Auditor's Office, KCPL entered into a three-year contract with our Auditors, Perry & Associates. State regulations require that such contracts be renewed annually by the Board.

Upon a motion duly made and carried, the following resolution was approved.

WHEREAS, the Kanawha County Public Library Board of Directors solicited proposals from firms interested in conducting the annual audit of the KCPL and the Library Foundation of Kanawha County, Inc.; and

WHEREAS, the Board accepted a proposal from and entered into a contract with Perry & Associates to perform said audits for a period of three years; and

WHEREAS, said contract requires annual renewal by a formal motion of the KCPL's governing body on or after July 1 of the then current fiscal year;

NOW, THERFORE, BE IT

RESOLVED, That the KCPL Board of Directors hereby renews the contract with Perry & Associates to conduct audits of the KCPL and the Foundation for the July 1, 2012 to June 30, 2013 fiscal year.

OLD BUSINESS:

None.

NEW BUSINESS:

Appointment of Committees: Ms. Lord noted the previously distributed roster of appointments to the standing and ad hoc committees of the Board for 2013-2014. If any members would like adjustments to the appointments, please notify Mr. Albert.

Other. Dr. Bailey wanted to share with the Board a recent experience at KCPL. He was trying to locate an obscure New England newspaper without much success. He spoke to Elizabeth Fraser at the Reference Desk and was pleased and impressed when she got back to him with the copy that he requested. He noted that this is just one more example of the how the library serves the pubic by giving great service.

There being no further business the meeting was adjourned.

Second Vice President

Secretary

MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS

HELD ON

September 9, 2013

The Regular Meeting of the Board of Directors of the Kanawha County Public Library was held on Monday, September 9, 2013, at 4:00 p.m., in the Ray Room.

The following Board Members were present:

Mr. M. Albert	Ms. J. Pauer
Dr. K. Bailey	Ms. S. Poffenbarger
Dr. M. Foster	Mr. H. Reustle
Ms. S. Haden	Ms. V. Rugeley
Ms. B. Lord	Ms. A. Russell
Ms. C. Morgan	Ms. A. Silbernagel

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Linda Miller, Associate Director of Public Services; Ms. Terry Wooten, Marketing and Development Manager; and Ms. Tricia Stringer, Administrative Coordinator.

Mr. M. Albert presided. The Director served as Secretary. The President reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and unanimously carried, the minutes of the August 12, 2013 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and unanimously carried, the payment of General Bills in the amount of $110,326.77 and the Book Bills in the amount of $57,680.84 were approved and transmitted by the Library Director to the Board of Education of the County of Kanawha for payment.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds of $670.23 certified and approved in accordance with the Bylaws and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $142.51 duly certified and approved in accordance with the

Bylaws, and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set forth on the list be paid.

Directors Monthly Report:

Mr. Engelbert gave a report on activities for the month and noted that:

- Associate Director for Public Services Linda Miller will be retiring effective December 25, 2013. Mr. Engelbert and the Board expressed how much she will be missed and wished her well. Mr. Engelbert, Ms. Miller and HR Manager Marsha Alford will plan for a transition period. Any recruitment to replace the position will not begin until after January 1st.

- The new phone system at Main was installed over the weekend. The installation went very well. Staff is familiarizing themselves with the many new features available.

- The Elk Valley Advisory Board is in the process of updating their tax status to 501c3. Accounting Services Specialist, Kim Runion, will continue to manage this process for the Advisory Board.

- Mr. Engelbert distributed the "Excess Levy-Frequently Asked Questions" document that has been provided to staff to use in response to patron questions regarding the upcoming levy election. Staff has been cautioned to comply with all laws and regulations regarding political activities and advocacy while on paid time at work. Mr. Engelbert has attended meetings of all of the Branch Advisory Boards to provide them with the FAQ document and answer questions about the election.

- The Legislature's Joint Finance Committee will meet during the week of September 23, 2013 to study local funding of West Virginia public libraries. The exact date and time of Committee meeting has not been established. The Library Commission will make a presentation on the topic. Mr. Engelbert has been asked to assist in the preparation of documents for this meeting and will attend.

REPORTS OF COMMITTEES:

Public Services Committee: The Committee discussed the proposed 2014 Operating Schedule. The Independence Day Holiday falls on Friday, July 4, 2014. The Committee recommends that the Library also be closed on Saturday, July 5, 2014. July 5th will be considered a day on which the Library is closed and not be a holiday for payroll purposes.

Upon a motion made and carried, the Board voted that all KCPL facilities will be closed on Saturday, July 5, 2014.

Membership Committee. Ms. Poffenbarger reported that the Committee is reviewing candidates to recommend to complete the unexpired term on the Board of Directors of Parker Smith. Please forward any recommendations to Ms. Poffenbarger to the Committee's consideration.

OLD BUSINESS:

None.

NEW BUSINESS:

Other. Board members continued to discuss the levy campaign and how best to promote the library in general. Mr. Albert invited Board members to become actively involved with the Kids Education Yes (KEY) committee, which is conducting a campaign to secure passage of the excess levy question.

There being no further business the meeting was adjourned.

President

Secretary

MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS

HELD ON

October 14, 2013

The Regular Meeting of the Board of Directors of the Kanawha County Public Library was held on Monday, October 14, 2013, at 4:00 p.m., in the Ray Room.

The following Board Members were present:

Mr. M. Albert	Ms. S. Poffenbarger
Dr. K. Bailey	Mr. H. Reustle
Dr. M. Foster	Ms. V. Rugeley
Ms. C. Morgan	Mr. J. Withrow

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Linda Miller, Associate Director of Public Services; Ms. Terry Wooten, Marketing and Development Manager; Ms. Toni Blessing, Adult Services Manager; Ms. Elizabeth Fraser, Reference Supervisor; and Ms. Tricia Stringer, Administrative Coordinator.

Mr. M. Albert presided. The Director served as Secretary. The President reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and unanimously carried, the minutes of the September 9, 2013 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and unanimously carried, the payment of General Bills in the amount of $263,720.63 and the Book Bills in the amount of $96,935.08 were approved and transmitted by the Library Director to the Board of Education of the County of Kanawha for payment.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds of $4,372.22 certified and approved in accordance with the Bylaws and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $4,298.51 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set forth on the list be paid.

Directors Monthly Report:

Mr. Engelbert gave a report on activities for the month and noted that:

- There was a "Shelter in Place" event on October 2nd which affected the western branch libraries and Main. Each facility had kits in place with all necessary supplies and responded effectively. Fortunately the chemical release that triggered the warning did not prove serious, while it gave staff the opportunity to execute our procedures while patrons were present.

- Mr. Engelbert attended a presentation by the West Virginia Library Commission to the Legislature's Joint Finance Committee on local funding of public libraries. The Committee requested that the Commission and the West Virginia Library Association come back with concrete options the Committee could consider.

- Mr. Engelbert received a letter from the four Senators representing Kanawha County stating they had allocated $25,000 in Community Participation Funds to go toward upgrades to the Teen Zone on the 4th Floor. These funds will be combined with funds approved through the budget process and the rebate for the Energy Efficiency – Lighting project to fund Teen Zone improvements.

- The Facilities staff is recaulking the plaza in front of the library on Capitol Street. We hope to complete the project before the weather turns.

- The Annual Booksale is set for Saturday, October 19th. The Book Sale will be a one day event this year because of funding constraints. Please contact Terry Wooten if you are available to volunteer to help with the Sale.

Staff Report: Freegal Music Service

Toni Blessing provided and overview of a new library service, Freegal Music, that allows patrons to legally download music to their personal listening devices. Patrons access Freegal from the KCPL Home Page, and then use their library card number to log in. Patrons may download three songs per week. This is an interesting and new way to think about the collection since the songs are not "held" at KCPL. Elizabeth Fraser demonstrated how to use the Freegal site and answered questions from Board Members.

President's Report: Levy Election and Maintenance of Effort Waiver Request

Mr. Albert reviewed the recent activity regarding the excess levy election

The KEY Committee meets every Tuesday evening. Board members are welcome to attend. The Election is November 9th. Early Voting begins October 26th and continues through November 6th. Please continue to promote the library and its services leading up to the election.

Mr. Albert also discussed the recent letter from the West Virginia Library Commission regarding KCPL's failure to expend funds equal to the average of the three previous years, a legal requirement of all public libraries referred to as Maintenance of Effort. A waiver of this requirement and a request for restoration of funds has been submitted based on the extraordinary circumstances faced by the KCPL over the last year, where it was only prudent to reduce expenditures to the minimum until the status of funding through the Board of Education was clarified. While optimistic that a waiver will be granted, Mr. Albert advised the Board that Maintenance of Effort will again be an issue in future years if the levy is not approved.

REPORTS OF COMMITTEES:

Membership Committee. Ms. Poffenbarger reported that the Committee is accepting recommendations from the Board for a candidate to complete the unexpired term on the Board of Directors of Parker Smith.

OLD BUSINESS:

None.

NEW BUSINESS:

Consideration of Web Site situation and possible solutions. Mr. Engelbert recapped the issues regarding our website. We were not successful in recruiting for the vacant Web Services Coordinator position, and contracting with a vendor to maintain content foundered on the complex structure of the site. Currently, the automation staff is updating basic information to the extent they are able.

A staff committee recommends that a new website be developed, designed around industry standards and permitting multiple staff to update content. Mr. Engelbert requested permission to issue a "Request for Proposal' (RFP) for this purpose and a motion to approve its issuance, since outsourcing of website development and maintenance support ultimately will involve approval of a contract by the Board and adjustments to the Budget. A motion was made, seconded and approved to issue an RFP for website design. Given the importance of the website in providing service to the

public, Mr. Engelbert hopes to conduct the process and bring a recommendation for award of a contract to the December Board Meeting.

Change of Meeting Date for November. Because the Veterans Day Holiday falls on the 2nd Monday of November, the Board approved a motion authorizing the President to establish an alternate date in November for the regular meeting of the Board of Directors.*

There being no further business the meeting was adjourned.

President

Secretary

*Please note that subsequent to the meeting the President established Tuesday, November 12, 2013 as the date of the regular November meeting of the Board of Directors. The time of 4:00 p.m. remains unchanged.

MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS

HELD ON

November 12, 2013

The Regular Meeting of the Board of Directors of the Kanawha County Public Library was held on Tuesday, November 12, 2013, at 4:00 p.m., in the Ray Room.

The following Board Members were present:

Mr. M. Albert	Mr. H. Reustle
Dr. M. Foster	Ms. V. Rugeley
Ms. S. Haden	Ms. A. Russell
Ms. M. Hussell	Ms. A. Silbernagel
Ms. J. Pauer	Mr. M. Smith
Ms. S. Poffenbarger	Mr. J. Withrow

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Linda Miller, Associate Director of Public Services; Ms. Terry Wooten, Marketing and Development Manager; and Ms. Tricia Stringer, Administrative Coordinator.

Mr. M. Albert presided. The Director served as Secretary. The President reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and unanimously carried, the minutes of the October 14, 2013 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and unanimously carried, the payment of General Bills in the amount of $122,466.21 and the Book Bills in the amount of $57,947.56 were approved and transmitted by the Library Director to the Board of Education of the County of Kanawha for payment.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds of $1,232.36 certified and approved in accordance with the Bylaws and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $398.74 duly certified and approved in accordance with the Bylaws,

and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set forth on the list be paid.

Director's Monthly Report:

Mr. Engelbert gave a report on activities for the month and noted that:

- The lighting replacement project at Main has been completed. Mr. Engelbert distributed a sheet showing the energy savings over the past ten months compared to the previous year.

- The annual Book Sale was held on October 19, 2013 at the Civic Center. Proceeds from the sale were down considerably from previous years. We believe that was due to lack of widespread advertising. In prior years the books sale was promoted in conjunction with the West Virginia Book Festival. This year there was no Book Festival and limited promotion of the used book sale.

- The Web Design Request for Proposal was issued last month. The deadline for receipt of responses is Friday, November 15th at 4pm. A committee of staff will meet to review the proposals and Mr. Engelbert will endeavor to present their recommendation to the Board at the December Board meeting.

- Perry and Associates have contacted KCPL to schedule the audit for FY 2013. Ms. Kim Runion will coordinate with them to provide the necessary information and schedule a visit for early January.

- The West Virginia Library Association Legislative Committee continues to meet to develop a proposal on state wide library funding to submit to the Legislature's Joint Finance Committee, which is conducting a study of the issue.

- The retirement of Associate Director for Public Services Linda Miller is fast approaching. Adult Services Manager Toni Blessing and Circulation Supervisor Susan Maguire will assume expanded duties until recruitment for the Associate Director or similar administrative position can take place. Ms. Blessing will provide oversight of Adult Services, Reference and Popular Materials; Children's Services; Adult Programming; Branch libraries; and sign off on orders for adult and children's materials. She will be reviewing budget requests from these departments and branches as part of the budget process. Ms. Maguire will supervise Popular Materials; Teen Services; Adult collection development; and assume direction of the Collection Management Team. The Board expressed its thanks to both of them for stepping up in this time of transition.

There were no Reports of Committees or Old Business.

NEW BUSINESS:

Levy Election. . Mr. Albert presented remarks regarding the defeat of the levy and possible cost cutting and operational initiatives and changes that the Library will face in light of the levy election. In addition, Mr. Albert indicated that we will appoint a committee to guide the future restructuring of

KCPL due to funding issues. The committee will work with Mr. Engelbert, Ms. Miller and Human Resources Manager Marsha Alford to develop recommendations for consideration by the full Board.

There being no further business the meeting was adjourned.

President

Secretary

MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS

HELD ON

December 9, 2013

The Regular Meeting of the Board of Directors of the Kanawha County Public Library was held on Monday, December 9, 2013, at 4:00 p.m., in the Ray Room.

The following Board Members were present:

Ms. S. Haden	Ms. S. Poffenbarger
Ms. M. Hussell	Mr. H. Reustle
Ms. B. Lord	Ms. V. Rugeley
Ms. E. Lord	Ms. A. Russell
Ms. C. Morgan	Ms. A. Silbernagel
Ms. J. Pauer	Mr. J. Withrow

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Linda Miller, Associate Director of Public Services; Ms. Terry Wooten, Marketing and Development Manager; Ms. Marsha Alford, Human Resources Manager; and Ms. Tricia Stringer, Administrative Coordinator.

Staff from MESH Design and Development were also present. Josh Dodd attended the meeting and Megan Bullock joined via video conference for their presentation.

Ms. C. Morgan presided. The Director served as Secretary. The 1st Vice President reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and unanimously carried, the minutes of the November 12, 2013 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and unanimously carried, the payment of General Bills in the amount of $116,722.31 and the Book Bills in the amount of $62,606.25 were approved and transmitted by the Library Director to the Board of Education of the County of Kanawha for payment.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds of $4,770.70 certified and approved in accordance with the Bylaws and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $373.76 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set forth on the list be paid.

Presentation by MESH Design and Development:

Mr. Engelbert briefly reviewed the need for an updated website and the process KCPL followed to solicit proposals to carry out the work, and introduced Mr. Josh Dodd from MESH Design and Development to the Board. Mr. Dodd provided a short history of MESH and Ms. Megan Bullock provided an overview of their design process and showed examples of other websites MESH has designed for local and national clients. Ms. Morgan thanked them for their time.

Director's Monthly Report:

Mr. Engelbert gave a report on activities for the month and noted that:

- Staffing levels across the KCPL system are extremely thin and our ability to recruit is compromised until we have a plan in place to deal with the loss of funds as a result of the levy election. The resignation of two full time staff members at the Sissonville Branch and our inability to replace them has resulted in a reduction of open hours from 39 to 30 hours per week effective January 2, 2014. This situation may well happen in another branch library or at departments or service points at Main in the event of resignations or retirements.

- Mr. Engelbert has been meeting with Ms. Linda Miller and Ms. Marsha Alford to analyze and develop alternative service models for consideration by the ad hoc Restructuring Committee to be appointed. Meetings of the Committee are open to any interested Board members.

- Due to uncertain funding, KCPL was granted a waiver by the West Virginia Library Commission from having to submit a Long Range (3-5 year) Plan at the end of calendar 2012. The Plan is now due in March 2014. Per request of Mr. Engelbert, the Commission has agreed to accept the yet to be determined Restructuring Plan as an interim Plan at such time as it is available.

- The Legislature's Joint Finance Committee has declined to submit a report regarding statewide local library funding to the full Legislature. The West Virginia Library Association intends to develop a funding proposal and will seek to have it introduced early in the upcoming session of the Legislature.

- Mr. Engelbert attended many of the Holiday Open Houses at our branches and at Main as did other administrative staff. Staff members around the system very much appreciate that Board members were able to be present at several of the celebrations. The Mini Quilt Auction held by the Friends as part of the Holiday Open House at Main was quite successful and well attended.

REPORTS OF COMMITTEES:

Finance Committee. Ms. Hussell provided a review of recent Finance Committee meetings regarding website redesign. At an initial meeting, Mr. Engelbert provided a comparison of all eleven responses received in response to our Request for Proposal. He advised the Committee that an eight-member Staff Committee unanimously recommends that the proposal from MESH Design and Development to carry out the redesign of the Library website be considered by the Finance Committee for forwarding to the Board for final acceptance. MESH was invited to make a presentation to the Finance Committee at a subsequent meeting. Based on the analysis of proposals received and the presentation by MESH, Ms. Hussell forwarded to the Board the recommendation of the Finance Committee to accept the proposal submitted by MESH Design and Development.

Upon a motion made and carried, the following resolution was approved.

WHEREAS, an effective, accessible, engaging and fully functional web site is a crucial means for the Kanawha County Public Library (KCPL) to provide information and services to its patrons and a crucial means to inform the public about services available; and

WHEREAS, KCPL's website is used to market the library, promote library programs and services, provide information, access the library's catalog and premier databases, communicate with users, deliver programs and services and function as a gateway to resources and information and constitutes a virtual branch library; and

WHEREAS, looming funding issues that will affect access by the public to the facilities and services KCPL provides through its Main Library, Branch Libraries and Mobile Library make access to services provided through the web site even more crucial; and

WHEREAS, the KCPL website is currently not a satisfactory or effective portal to such services, suffers from a lack of flexibility and ease of management; and

WHEREAS, in recognition of this circumstance the KCPL Board of Directors authorized the Director and Staff to issue a Request for Proposal to secure the services of a firm to design a new web site for the KCPL that will be based on an industry-standard content management system and that will allow multiple KCPL staff members to maintain and update content on an effective, accessible, engaging and fully functional web site; and

WHEREAS, after an extensive analysis by the Director, Staff and the KCPL Financial Affairs Committee, the Board has determined that the proposal

submitted by MESH Design and Development, 303 Washington Street West, Charleston, West Virginia 25302 is reasonably priced and is the best and most responsive proposal to the Request for Proposal document issued by the KCPL;

NOW, THEREFORE BE IT RESOLVED, that the proposal from MESH Design and Development be accepted in an amount not to exceed $44,600, and that the funds necessary be expended from the Contractual Services – Internet line in the 2013-2014 KCPL Budget; and be it further

RESOLVED that the President and Library Director be, and they hereby are, authorized to sign any documents or take any steps necessary or incidental to carrying out the foregoing resolutions, as they, with the advice of legal counsel to the KCPL, deem to be necessary.

At this time, Ms. E. Lord excused herself for the remainder of the meeting.

OLD BUSINESS: None.

NEW BUSINESS:

Ad Hoc Restructuring Committee. Ms. Morgan reported that Mr. Albert has formed an ad hoc Restructuring Committee, charged with exploring options and making recommendations to the full Board on how to deal with the impending loss of funding. Mr. Albert appointed the following Board Members to serve on the Committee: Mr. Albert, Ms. B. Lord, Ms. E. Lord, Ms. Morgan, Ms. V. Rugeley, and Mr. M. Smith, with Mr. Engelbert, Ms. Miller and Ms. Alford appointed as non-voting ex-officio members. The first meeting of the Committee will be held December 11, 2014 at 3pm in the 4th Floor Board Room. That meeting is open to any interested Board members. The meeting will be held in Executive Session and will not be open the public.

Joint Meeting of the Legal Affairs and Executive Committee to Review Responses to Legal Services Request for Proposal and Associated Resolution. Mr. Engelbert reported that a Request for Proposal was issued last month to solicit a law firm to advise KCPL on employment issues and regulations. The closing date is December 12, 2014. The previously distributed resolution would delegate authority to the Joint Committees to select and enter into an agreement with a firm on behalf of KCPL.

Mr. J. Withrow stated his belief that an action of this potential importance should require approval by the full Board and not be delegated to a committee. Mr. Withrow made a motion to table the resolution as presented. Motion died for lack of a second.

It was moved by Ms. S. Poffenbarger and seconded to adopt the original resolution. After further discussion, the motion failed 8-3, with Ms. Hussell, Ms. Poffenbarger and Ms. Russell voting in favor.

Based on further discussion a motion was made by Mr. Withrow and seconded for the President to call a Special Board Meeting if deemed necessary for the Committee to timely present a recommendation on the selection of a law firm to the full Board. Motion carried with Ms. S. Poffenbarger voting no.

Appointment of new Member to the Board of Library Foundation of Kanawha County. Mr. C. Morgan referred members to the previously distributed resolution and clarified that the KCPL Board of Directors approves the appointment of new Foundation Board members. The Foundation Board adopted the appointment of Mary Catherine Funk at their last meeting and forwarded it to the KCPL Board for approval. Ms. Hussell provided some background information on the recommended member.

Upon a motion made, seconded, and carried, the following resolution was approved.

RESOLVED, that Mary Catherine Funk be appointed as a member of the Board of the Library Foundation of Kanawha County, Inc. for a term expiring 2016.

Retirement Resolutions. Mr. Engelbert expressed his gratitude to the employees who are retiring for their many contributions to KCPL. Together they have over one hundred years of experience at the Library!

Upon a motion made, seconded, and carried, the following resolutions were unanimously approved.

Retirement Resolution for Beverly Geiger

WHEREAS, Ms. Geiger was employed by the Kanawha County Public Library in October 1993 and has submitted her intent to retire effective December 31, 2013; and

WHEREAS, Ms. Geiger has served as a Library Aide in the Technical Services Department from October 1993 until November 2007; and

WHEREAS, Ms. Geiger has served as a Technical Services Specialist from November 2007 until her retirement; and

WHEREAS, Ms. Geiger fulfilled the responsibilities of her position in an exemplary fashion, with diligence, loyalty and integrity;

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of the Kanawha County Public Library recognize with deep appreciation Ms. Geiger's years of service to the library;

AND BE IT FURTHER RESOLVED, that the Board of Directors of the Kanawha County Public Library wishes Ms. Geiger a retirement filled with good health and enjoyment in whatever areas of interest and endeavor she may choose;

AND BE IT FURTHER RESOLVED, that this resolution be spread upon the minutes of this meeting of the Kanawha County Public Library Board of Directors and a copy be furnished to Ms. Geiger.

Retirement Resolution for Linda Miller

WHEREAS, Ms. Miller was employed by the Kanawha County Public Library in December 1987 and has submitted her intent to retire effective December 25, 2013; and

WHEREAS, Ms. Miller has served as a Substitute Librarian from December 1987 until September 1989; and

WHEREAS, Ms. Miller has served as a part-time Librarian in the Reference Department from September 1989 until July 1990; and

WHEREAS, Ms. Miller has served as a Federal Documents Librarian from July 1990 until September 1992; and

WHEREAS, Ms. Miller has served as the Library Operations Supervisor/ Dunbar Branch Manager from September 1992 until February 1996; and

WHEREAS, Ms. Miller has served as the Library Operations Supervisor/ Department Head of Reference from February 1996 until December 1999; and

WHEREAS, Ms. Miller has served as the Public Services Manager from December 1999 until November 2004; and

WHEREAS, Ms. Miller has served as the Associate Director of Public Services from November 2004 until her retirement; and

WHEREAS, Ms. Miller fulfilled the responsibilities of each of her positions in an exemplary fashion, with diligence, loyalty and integrity;

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of the Kanawha County Public Library recognize with deep appreciation Ms. Miller's years of service to the library;

AND BE IT FURTHER RESOLVED, that the Board of Directors of the Kanawha County Public Library wishes Ms. Miller a retirement filled with good health and enjoyment in whatever areas of interest and endeavor she may choose;

AND BE IT FURTHER RESOLVED, that this resolution be spread upon the minutes of this meeting of the Kanawha County Public Library Board of Directors and a copy be furnished to Ms. Miller.

Retirement Resolution for Joycelyn Mills

WHEREAS, Ms. Mills was employed by the Kanawha County Public Library in January 1990 and has submitted her intent to retire effective December 31, 2013; and

WHEREAS, Ms. Mills has served as a Library Aide in Charleston from January 1990 until May 1991; and

WHEREAS, Ms. Mills has served as a Library Assistant I in the Circulation Department in Charleston from May 1991 until February 1996; and

WHEREAS, Ms. Mills has served as a Library Assistant II in the Popular Materials Department in Charleston from February 1996 until her retirement; and

WHEREAS, Ms. Mills fulfilled the responsibilities of each of her positions in an exemplary fashion, with diligence, loyalty and integrity;

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of the Kanawha County Public Library recognize with deep appreciation Ms. Mills' years of service to the library;

AND BE IT FURTHER RESOLVED, that the Board of Directors of the Kanawha County Public Library wishes Ms. Mills a retirement filled with good health and enjoyment in whatever areas of interest and endeavor she may choose;

AND BE IT FURTHER RESOLVED, that this resolution be spread upon the minutes of this meeting of the Kanawha County Public Library Board of Directors and a copy be furnished to Ms. Mills.

Retirement Resolution for Shirley Smyth

WHEREAS, Ms. Smyth was employed by the Kanawha County Public Library in June 1977 and has submitted her intent to retire effective January 10, 2014; and

WHEREAS, Ms. Smyth has served as a Junior Clerk in the Cataloging Department in Charleston from June 1977 until September 1978; and

WHEREAS, Ms. Smyth has served as a Junior Clerk in the Circulation Department in Charleston from September 1978 until July 1980; and

WHEREAS, Ms. Smyth has served as a Junior Clerk in the Elk Valley Branch from July 1980 until February 1989; and

WHEREAS, Ms. Smyth has served as a Library Assistant II in the Children's Department in Charleston from September February 1989 until July 2000; and

WHEREAS, Ms. Smyth has served as a Library Assistant II in the Audio/Visual Area of the Popular Materials Department in Charleston from August 2000 until her retirement; and

WHEREAS, Ms. Smyth fulfilled the responsibilities of each of her positions in an exemplary fashion, with diligence, loyalty and integrity;

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of the Kanawha County Public Library recognize with deep appreciation Ms. Smyth's years of service to the library;

AND BE IT FURTHER RESOLVED, that the Board of Directors of the Kanawha County Public Library wishes Ms. Smyth a retirement filled with good health and enjoyment in whatever areas of interest and endeavor she may choose;

AND BE IT FURTHER RESOLVED, that this resolution be spread upon the minutes of this meeting of the Kanawha County Public Library Board of Directors and a copy be furnished to Ms. Smyth.

Other. If any Board members have recommendations for candidates to fill the vacant Board position, please forward names to the Nominating Committee.

There being no further business the meeting was adjourned.

1st Vice President

Secretary

MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS

HELD ON

January 15, 2014

The Regular Meeting of the Board of Directors of the Kanawha County Public Library was held on Wednesday, January 15, 2014 at 4:00 p.m., in the Ray Room.

The following Board Members were present:

Mr. M. Albert	Ms. S. Poffenbarger
Ms. S. Haden	Ms. V. Rugeley
Ms. B. Lord	Ms. A. Russell
Ms. E. Lord	Ms. A. Silbernagel
Ms. J. Pauer	Mr. J. Withrow

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Toni Blessing, Adult Services Manager; Ms. Terry Wooten, Marketing and Development Manager; Ms. Marsha Alford, Human Resources Manager; Mr. Tim Venitsanos, Facilities Manager; and Ms. Tricia Stringer, Administrative Coordinator.

Mr. M. Albert presided. The Director served as Secretary. The President reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and unanimously carried, the minutes of the December 9, 2013 meeting were approved.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and unanimously carried, the payment of General Bills in the amount of $137,670.02 and the Book Bills in the amount of $112,666.03 were approved and transmitted by the Library Director to the Board of Education of the County of Kanawha for payment.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds of $1,974.27 certified and approved in accordance with the Bylaws and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $518.30 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set forth on the list be paid.

Director's Monthly Report:

Mr. Engelbert gave a report on activities for the month and noted that:

- Due to voluntary employee resignations at the Main Library, hours in the Children's Department have been reduced and the 2nd floor Technology Center has been closed.

- Mr. Engelbert thanked Marsha Alford, Toni Blessing, Tim Venitsanos, Terry Wooten and Todd Cook for their assistance during the water situation that affected Kanawha and eight other counties starting January 9th. The Main Library and the St. Albans Branch re-opened on Tuesday, January 14th. The Dunbar and Sissonville branches were cleared to flush their systems and reopen on Wednesday. As approval is given, we will flush and reopen our other branches. The facilities staff is conducting the flushing process at all facilities and keeping all records. Patrons will not be charged fines for overdue materials due to facility closures.

- Staff Development Day is scheduled for Wednesday, February 12th. The Board has received a packet with information on the Linda G. Wright Award for Excellence in Library Service. If Board members wish to nominate a KCPL employee, please note the deadline for submitting nominations is January 22nd.

- KCPL has agreed to participate again this year in a children's book drive sponsored by the Charleston Gazette. The Library will put a box out at each facility for donations with a sign provided by the Gazette. The drive will run from mid-January to Valentine's Day.

REPORTS OF COMMITTEES:

Finance Committee: Mr. M. Albert reported that the committee met on January 10, 2014, to review proposed branch assessments for FY 2014/2015 and is forwarding the FY 2015 Branch Contributions resolution to the Board with a recommendation it be approved. He called on Mr. Engelbert to explain how the amounts were calculated and reasons for increases or decreases from the FY 2014 assessments.

Upon a motion made and carried, the following resolution was approved.

WHEREAS the requested branch contributions for the Dunbar and St Albans branches are based on the 2013 property valuations, multiplied by the same rate per $100 of assessed valuation on the various classes of property as is established by the KCPL Special Act; and

WHEREAS the assessments for the other branches are based on 3.5% of operating costs; and

WHEREAS the costs of administration, human resources, automation, telecommunications, technical services, maintenance, and marketing continue to be budgeted centrally and no portion of these costs is assigned to branches;

NOW THEREFORE BE IT RESOLVED, that the following amounts be requested from the various municipalities and local library advisory boards as contributions for the fiscal year 2014/2015:

	13/14 Operating Budget		Current FY Contribution		Proposed Contribution 3.50%	Percent Increase or Decrease
Clendenin	$126,741		$4,758		$4,436	-6.77%
Cross Lanes	$238,436		$8,322		$8,345	0.28%
Elk Valley	$253,269		$9,118		$8,864	-2.79%
Glasgow	$27,378		$967		$958	-0.91%
Marmet	$91,820		$3,244		$3,214	-0.93%
Riverside	$211,516		$7,472		$7,403	-0.92%
Sissonville	$229,478		$8,165		$8,032	-1.63%
Branch Support Subtotal			$42,046		$41,252	-1.89%
Dunbar	$258,670		$63,000		$79,442	26.10%
St. Albans	$401,845		$97,258		$124,093	27.59%
TOTAL			$202,304		$244,787	21.00%

Restructuring Committee: An Interim report was previously distributed to the Board for review and discussion. The report does not include any decisions or recommendations at this time. The Committee continues to review multiple options for dealing with the anticipated loss of funding at the end of FY 2014. There remains the possibility that statewide local funding proposals developed to submit to the Legislature or an excess levy election sponsored by a local unit of government may

replace some or all of the revenue necessary to sustain KCPL services and operations. Given that possibility, the Restructuring Committee is also exploring the feasibility of using a limited portion of cumulated reserve funds to maintain services at reasonable levels, retain staff and prevent loss of facilities due to deed restrictions if they cease to be operated for library purposes. The Committee will continue to meet and expects to have a recommendation to bring to the full Board at the February meeting.

Legal Affairs and Executive Committee: Mr. Albert reviewed KCPL's need for counsel that specializes in employment law and practices. A Request for Proposal for Legal Services – Employment Law and Practices was issued in November. Three responses were received by the deadline for submitting proposals. Each firm was invited to make a presentation. Based on review of the written proposals received and presentations made by the interested firms, the committee recommends entering into agreement with Flaherty Sensabaugh Bonasso PLLC.

Upon a motion duly made and carried, the following resolution was approved.

WHEREAS, the Board of Directors of the Kanawha County Public Library has identified the need for the services of a law firm with particular expertise in the field of employment law and employment practices with offices in Charleston, West Virginia; and

WHEREAS, the KCPL Board of Directors authorized the Board President and Director to issue a Request for Proposal to secure the services of a law firm having such expertise; and

WHEREAS, excellent proposals were received in response to the Request for Proposal, making the choice of a law firm exceedingly difficult; and

WHEREAS, after an extensive analysis by the joint Legal Affairs and Executive Committee, the Board has determined that the proposal submitted Flaherty Sensabaugh Bonasso PLLC, 200 Capitol Street, Charleston, West Virginia 25301 is reasonably priced and is the best and most responsive proposal to the Request for Proposal document issued by the KCPL;

NOW, THEREFORE BE IT RESOLVED, that the proposal from Flaherty Sensabaugh Bonasso PLLC be accepted; and be it further

RESOLVED that the President and Library Director be, and they hereby are, authorized to sign any documents or take any steps necessary or incidental to carrying out the foregoing resolutions, as they, with the advice of legal counsel to the KCPL, deem to be necessary.

OLD BUSINESS: None.

NEW BUSINESS:

Request Sponsorship by a Levying Authority of an Excess Levy . A draft letter was previously distributed to the Board for review. It requests that KCPL be placed on the Agenda of a meeting of the Kanawha County Board of Education for the purpose of requesting that the Board of Education agree to include on the ballot for the November 2014 general election a separate question for an excess levy to support the Kanawha County Public Library and the South Charleston and Nitro public libraries. Upon a motion duly made and seconded, the Board approved that the letter to be sent to the Board of Education as drafted, with Board Member Jim Withrow abstaining from voting on the matter.

West Virginia Library Association. Library Day at the Legislature is scheduled for Thursday, January 23, 2014. Board members are urged to meet with legislators during the day and to attend the Legislative reception scheduled for the same evening. Ms. Stringer has tickets for the reception available for purchase. The Board received a copy of West Virginia Library Association's 2014 Legislative Goals for review. Upon a motion duly made and carried, the Board voted unanimously to endorse the WVLA's 2014 Legislative Goals.

Staff Development Day 2014. Staff Development Day is scheduled for Wednesday, February 12, 2014. Board members are invited to attend all or part of the day. The program and schedule is still being developed. Additional information will follow.

Other. Ms. Silbernagel reminded the Board that the Friends' annual Basket Auction is scheduled for April 5th. The event will be held again this year at Columbia Gas. The Friends are continuing to seek sponsors and solicit donations of money and of baskets for auction.

There being no further business the meeting was adjourned.

Michael G Albert
President

Secretary

MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS

HELD ON

February 10, 2014

The Regular Meeting of the Board of Directors of the Kanawha County Public Library was held on Monday, February 10, 2014 at 4:00 p.m., in the Ray Room.

The following Board Members were present:

Mr. M. Albert	Ms. J. Pauer
Dr. M. Foster	Ms. S. Poffenbarger
Ms. S. Haden	Mr. H. Reustle
Ms. M. Hussell	Ms. V. Rugeley
Ms. E. Lord	Ms. A. Silbernagel
Ms. C. Morgan	Mr. J. Withrow

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Toni Blessing, Adult Services Manager; Ms. Terry Wooten, Marketing and Development Manager; Ms. Marsha Alford, Human Resources Manager; and Ms. Tricia Stringer, Administrative Coordinator.

Mr. M. Albert presided. The Director served as Secretary. The President reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and unanimously carried, the minutes of the January 15, 2014 meeting were approved.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and unanimously carried, the payment of General Bills in the amount of $110,886.30 and the Book Bills in the amount of $64,683.31 were approved and transmitted by the Library Director to the Board of Education of the County of Kanawha for payment.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds of $2,303.71 certified and approved in accordance with the Bylaws and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $1,360.14 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set forth on the list be paid.

Director's Monthly Report:

Mr. Engelbert gave a report on activities for the month and noted that:

- "Net Neutrality" is a significant issue for public libraries and society as a whole, as explained in the brief article from Library Hotline distributed to the Board.

- Duties were realigned across the system to cope with the affects of attrition and thanked the staff and supervisors for their cooperation and flexibility. Sara Caswell, Children's Specialist at Elk Valley, will be working temporarily in the Main Library's Children's department. St. Albans Branch Manager Melissa Burchett will take on an expanded role in planning the Summer Library Club program. Responsibility for ordering materials for children has been added to staff charged with selecting materials aimed at adults. Technical Services staff will take on some duties previously completed by the Popular Materials staff.

- Terry Wooten is coordinating with the MESH team as work continues on development of the new website. MESH and the Library are conducting an online survey to assist in the redesign. Process. Board members were asked to take time to complete the survey.

- Perry & Associates has completed field work for the audit of the KCPL and the Foundation. A draft audit report should be available later this month for presentation to the Finance Committee for review and then to the Board for approval.

- Senate Bill 465 introduced by Senator Laird was discussed. It provides for local funding of public libraries through an increase in property taxes levied by county commissions. The bill would raise approximately $26.7 million across the state and would yield about $3.2 million in Kanawha County. Senators McCabe and Wells from Kanawha County are among the sponsors of the bill.

- The process to develop the 2014-2015 budget will begin soon. Property values should be available the first week of March. Mr. Engelbert would like to set a Finance Committee meeting shortly after those numbers are available and levy requests can be developed for submission to funding authorities. If possible, review of the audit would also take place at this meeting.

- KCPL Staff Development Day is Wednesday, February 12th. Directors are encouraged to attend if possible. Our guest speaker this year will be Pat Wagner. The recipient of the Linda G. Wright Award for Excellence in Library Service will be announced.

REPORTS OF COMMITTEES:

Restructuring Committee: KCPL Funding Issues Mr. M. Albert reported that the Committee has met on various occasions since the last Board meeting. The members continue to discuss and review potential scenarios to deal with funding issues. The Committee is not prepared to make a final report; however, the Committee has determined to recommend the hiring of a limited number of staff to restore hours of service in the Children's Department and other critical areas where attrition of staff has forced reductions.

The Committee will also recommend use of a limited amount of reserve funds accumulated over an extended period of time to maintain services and employment in the 2014-2015 fiscal year. The Committee is still discussing the appropriate level of hiring to fill positions left vacant due to attrition and the appropriate level of reserve funds to recommend. The Committee will present final recommendations to the Board at a special meeting to take place at a date and time to be established.

Restructuring Committee: Excess Levy Request.

Mr. Albert provided an overview of the resolution requesting that the Kanawha County Board of Education place a question on the ballot for the November 2014 general election for a levy to support the KCPL, Nitro and South Charleston public libraries. Upon a motion made and seconded the below resolution was approved with Mr. J. Withrow abstaining.

WHEREAS, a West Virginia Supreme Court decision in February 2013 declared unconstitutional the mandatory funding of the Kanawha County Public Library (KCPL) by the Kanawha County Board of Education under the arrangement provided in the 1957 Act; and

WHEREAS, that funding constituted 40% of the tax revenue of the KCPL and amounted to about $3 million per year; and

WHEREAS, the Kanawha County Board of Education agreed voluntarily to fund the KCPL at approximately $2 million through the end of fiscal year 2013-2014; and

WHEREAS, the loss of all funding from the Kanawha County Board of Education in fiscal year 2014-2015 will have a devastating impact on library service to students and the general public, including slashing of the materials budget, programs and technology; the potential closing of up to six branch facilities and removing the Mobile Library from service or severe reductions in open hours and services at all KCPL facilities and the closing of some facilities coupled with large scale layoffs of staff; and

WHEREAS, deed restrictions for some of the branch locations could result in the permanent loss of up to five existing KCPL facilities if they are not operated as libraries as a result of massive budget reductions; and

WHEREAS, the Kanawha County Board of Education helped to found the KCPL, has funded the KCPL continuously since 1911 and hopefully will continue to support the educational mission of the KCPL; and

WHEREAS, the KCPL believes that it is in the best interest of the citizens of Kanawha County that beneficial library services be continued and maintained through the Kanawha County Board of Education sponsoring a modest excess levy solely for the benefit of library service for consideration and approval of the voters of Kanawha County to be placed on the November 2014 ballot;

NOW THEREFORE BE IT

RESOLVED, that the Kanawha County Public Library Board of Directors hereby requests that the Kanawha County Board of Education sponsor and provide in accordance with law funds for library purposes through an excess levy in the following amounts and for the following purposes to be included in the general election to be held in November 2014:

Kanawha County Public Library – Partially fund the Kanawha County Public Library to operate the Kanawha County Public Library (KCPL) system including the Main Library in Charleston, Clendenin Branch Library, Cross Lanes Branch Library, Dunbar Branch Library, Elk Valley Branch Library, Glasgow Branch Library, Marmet Branch Library, Riverside Public Library, Saint Albans Branch Library, Sissonville Branch Library, and the Mobile Library (Bookmobile);

Fiscal Year 2015-2106 - $3,092,376; Fiscal Year 2016-2017 - $3,201,090; Fiscal Year 2017-2018 - $3,313,069; Fiscal Year 2018-2019 - $3,428,452; Fiscal Year 2019-2020 - $3,542,619

South Charleston Public Library – Partially fund the operations of the South Charleston Public Library

Fiscal Year 2015-2106 - $235,521; Fiscal Year 2016-2017 - $243,801; Fiscal Year 2017-2018 - $252,330; Fiscal Year 2018-2019 - $261,117; Fiscal Year 2019-2020 - $269,812

Nitro Public Library – Partially fund the operations of the Nitro Public Library

Fiscal Year 2015-2106 - $52,803; Fiscal Year 2016-2017 - $54,659; Fiscal Year 2017-2018 - $56,571; Fiscal Year 2018-2019 - $58,541; Fiscal Year 2019-2020 - $60,491

TOTAL PUBLIC LIBRARY SUPPORT

Fiscal Year 2015-2106 - $3,380,700; Fiscal Year 2016-2017 - $3,499,550; Fiscal Year 2017-2018 - $3,621,970; Fiscal Year 2018-2019 - $3,748,110; Fiscal Year 2019-2020 - $3,872,922

In the event of a library closure or a significant loss of population, amounts designated for these purposes may be used for other purposes set forth herein. In the event the amount designated for the purposes set forth above is more than the amount required for such purpose, any excess funds may be used for any other purpose set forth above. The respective board of directors of each public library is hereby authorized and empowered to expend, during the term of this levy, the surplus, if any, accruing in excess of the above amounts needed for any of the above stated purposes, plus excess collections due to increased assessed valuations for the enrichment, supplementation, operation, and improvement of library services and/or facilities in the public libraries of the County of Kanawha.

In the event respective board of directors of each public library shall obtain additional money by grant or otherwise from the State or Federal government, or from any agency of either, or from any other source, for the purposes aforesaid, such additional money may be used either in substitution for, or in addition to, the sums obtained from such additional levies as said respective board of directors of each public library may from time to time determine. The maximum additional levies shall be on Class I property, 22.95¢ per one hundred dollars of assessed valuation; on Class II property, 45.90¢ per one hundred dollars of assessed valuation; on Class III property, 91.80¢ per one hundred dollars of assessed valuation; and, on Class IV property, 91.80¢ per one hundred dollars of assessed valuation, for each tax year. In the event that tax revenues to be received by the combination of the additional levy approved on May 8, 2012, and the additional levy provided for in this order would exceed the maximum amount permitted by law, expenditures provided for in this order shall be reduced in any particular category or categories as may be required. In the event that tax revenues received in any fiscal year are less than the maximum amount authorized hereunder, expenditures shall be reduced in any particular category or categories as may be required.

OLD BUSINESS: None.

NEW BUSINESS:

Other. Ms. Silbernagel reminded the Board that the Friends' Basket Auction is scheduled for April 5th. The event will again take place at Columbia Gas. The Friends continue to seek sponsors and solicit donations of money and of baskets for auction. Funds raised this year will not be earmarked solely for use in children's programming. Funds may be used for any area of the library that has a need.

There being no further business the meeting was adjourned.

Michael A. Albert

President

Secretary

MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS

HELD ON

February 21, 2014

A Special Meeting of the Board of Directors of the Kanawha County Public Library was held on Friday, February 21, 2014 at 12:00 p.m., in the Ray Room.

The following Board Members were present:

Mr. M. Albert
Ms. N. Chilton
Dr. M. Foster
Ms. M. Hussell
Ms. B. Lord
Ms. E. Lord
Ms. C. Morgan
Ms. J. Pauer
Ms. S. Poffenbarger
Ms. V. Rugeley
Ms. A. Silbernagel

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Toni Blessing, Interim Associate Director for Public Services; Ms. Terry Wooten, Marketing and Development Manager; Ms. Marsha Alford, Human Resources Manager; Ms Kay Ferrill, Technical Services Manager; Mr. Tim Venitsanos, Facilities and Security Services Manager; Ms. Susan Maguire, Circulation Services Supervisor; and Ms. Tricia Stringer, Administrative Coordinator.

Mr. M. Albert presided. The Director served as Secretary. The President reported that a quorum was present.

REPORTS OF COMMITTEES:

Restructuring Committee: Recommendation of Service Levels and Resolution. Mr. M. Albert provided an overview of the funding crisis, options considered by the Restructuring Committee to address it, and the final recommendations of the Committee as embodied in the Resolution provided for consideration by the Board.

The KCPL faces a loss of $2 million in fiscal year 2014-2015 on top of the $1 million reduction in revenue through the Kanawha County Board of Education in fiscal year 2013-2014. All of the options considered to deal with reductions of this magnitude will decimate library service in Kanawha County and severely impact the KCPL system for the foreseeable future. The best course to follow is to preserve service intact at reasonable and sustainable levels until all possible funding alternatives are exhausted. To that end the Resolution includes the use of accumulated reserve funds

not to exceed $2 million in fiscal year 2014-2015 to help fund the Library at its current, reduced level. Use of a limited amount of reserve funds allows the Library to replace some, but not all, of the vital positions lost to attrition, thereby restoring hours of service in the Children's and other departments at the Main Library and at the Sissonville Branch, and should act to allay staff concerns regarding potential reduction in force. Positions recommended to be filled are included in Appendix A to the Resolution. The use of reserve funds is a one-time expedient that allows the Library to pursue a request to replace funding lost through the Kanawha County Board of Education through a levy to come before the voters sponsored by the Board of Education, or the Kanawha County Commission if necessary.

Mr. Albert requested that a motion be made to approve the previously distributed resolution from Restructuring Committee. With a motion made and seconded, Mr. Albert called for further discussion.

Mr. Engelbert discussed Appendix A and highlighted the specific positions to be posted, necessary to restore hours and to maintain the best possible level of customer service for the residents of Kanawha County. If the Library experiences additional staff attrition going forward, each vacancy will be reviewed on a case by case basis.

The Board of Directors continued to discuss issues regarding funding. The first step is the get the issue of funding libraries in Kanawha County on the ballot. The Directors expressed the need to start early with a deliberate levy campaign message that engages and educates the public once the matter can be placed on the ballot. There will be much more discussion about the campaign and message in upcoming meetings.

There being no further discussion, Mr. Albert called for a vote on the Resolution as presented, which carried unanimously.

RESOLUTION

WHEREAS, a West Virginia Supreme Court decision in February 2013 declared unconstitutional the mandatory funding of the Kanawha County Public Library (KCPL) by the Kanawha County Board of Education under the arrangement provided in the 1957 Act; and

WHEREAS, that funding constituted 40% of the tax revenue of the KCPL and amounted to about $3 million per year; and

WHEREAS, the Kanawha County Board of Education agreed voluntarily to fund the KCPL at approximately $2 million through the end of fiscal year 2013-2014, the net effect of which was to reduce the revenue to the KCPL by $1 million; and

WHEREAS, despite the initial loss of $1 million in fiscal year 2013-2014 the KCPL, through careful planning, prudent reductions in the budget, and a reduction in staff levels through attrition, has maintained its materials purchases and programming at the same

levels; kept open the Main Library and the nine branch libraries located strategically across Kanawha County; and maintained the operation of the Mobile Library that provides service to rural areas of the County; and

WHEREAS, the KCPL is facing the loss of an additional $2 million in fiscal year 2014-2015, which will have a devastating impact on library service to the general public and to students including slashing of the materials budget, programs and technology; the potential closing of up to six branch facilities and removing the Mobile Library from service; or severe reductions in open hours and services at all KCPL facilities and the closing of some facilities coupled with large scale layoffs of staff; and

WHEREAS, deed restrictions for some of the branch locations could result in the permanent loss of up to five existing KCPL facilities if they are not operated as libraries as a result of massive budget reductions; and

WHEREAS, the Kanawha County Board of Education helped to found the KCPL, has funded the KCPL continuously since 1911 and hopefully will continue to support the educational mission of the KCPL; and

WHEREAS, the KCPL has asked the Kanawha County Board of Education to continue the funding of the library through placing of an excess levy question on the November 2014 ballot; and

WHEREAS, the KCPL Board of Directors wishes to avoid the devastating impact of an additional $2 million budget reduction until the Kanawha County Board of Education acts upon the request of the KCPL and allows the citizens of Kanawha County to vote on the separate question of library funding unencumbered with other issues; and

WHEREAS, through careful and prudent management of resources over a period of many decades, the KCPL has developed reserves sufficient to maintain operations and services at all departments and branch facilities at a reasonable, responsible and sustainable levels similar to those currently provided to the people of Kanawha County for fiscal year 2014-2015;

NOW THEREFORE BE IT

RESOLVED, that the KCPL Board of Directors hereby approves the utilization of reserve funds not to exceed $2 million in the 2014-2015 operating budget to maintain library service at all departments and branch facilities at reasonable, responsible and sustainable levels; and be it further

RESOLVED, that the KCPL Director is authorized and directed, with the assistance of the KCPL Board of Directors and its committees, and subject to periodic reports to the Board of Directors, to take such actions as may be necessary to maintain or restore library service at all departments and branch facilities to reasonable, responsible and sustainable levels, including the recruitment of essential staff for positions currently vacant as a result of attrition as specifically identified as being necessary to maintain or restore services and operations consistent with the intent of the foregoing; and be it further

RESOLVED, that the KCPL Director shall identify to the Board of Directors vacant staff positions that should be filled to maintain or restore library service at all departments and branch facilities consistent with the intent of the foregoing and per Appendix A to this Resolution and shall endeavor, with the assistance of counsel, to fill such positions consistent with KCPL policies and practice, and be it further

RESOLVED, that the KCPL Director shall continue to endeavor to fill such other positions that may become vacant over time due to attrition that are necessary to maintain services and operations consistent with the intent of the foregoing, and be it further

RESOLVED, that the KCPL Director shall continue to closely monitor ongoing expenditures to produce the highest level of Library service consistent with the foregoing and until the funding crisis is resolved.

APPENDIX A

STAFFING PLAN - MAINTAIN OR RESTORE SERVICES 2013-2014

Staff levels were reduced by attrition from 165 people in 2011-2012 to 123 in February 2014, resulting in reductions in service and open hours in various departments or branches. Following are the positions necessary to maintain or partially restore services and hours to best serve the public. Funds for all of the positions already exist within the 2013-2014 budget and do not result in an increase. Any vacancies that may occur as a result of attrition going forward will be evaluated individually by the Director in conjunction with the HR Manager and others as appropriate to determine if the position needs to be filled or can be left vacant without having to reduce hours of service at the affected department or branch.

MAIN LIBRARY-CHILDREN'S DEPARTMENT

Hours of service at the Children's Department were reduced from 64 hours per week to 48 hours per week due to staff attrition. Two additional staff resignations In February 2014 make it necessary to recruit simply to maintain hours at 48. Given the importance of library services to children throughout Kanawha County and the KCPL's historically strong commitment to providing them, staff necessary to restore service in the Children's Department at the Main Library to 64 hours per week and at the Sissonville branch to 39 hours per week (please see below) will be sought.

2 Full time professional librarians
2 20 hour per week Library Assistant II's

MAIN LIBRARY - POPULAR MATERIALS DEPARTMENT

The Popular Materials Department is responsible for staffing the Circulation desk on the 1st floor, the AV Department, the Drive up window and the Technology Center. They also shelve all returned materials, retrieve holds, shelf read, etc. Staff identified below are required simply to staff all of these service points, provide service to the public and manage and maintain the collection.

1 Full time Library Assistant II
4 20 hour per week Library Assistant II's

MAIN LIBRARY - MARKETING & DEVELOPMENT DEPARTMENT
This department has gone from a staff of seven down to three. This position will help maintain content on the redesigned web site, social media, graphic design and assist with print publications.

1 Full time Virtual Services Specialist

DUNBAR BRANCH - Maintain Open Hours

1 20 hour per week Library Assistant

SISSONVILLE BRANCH - Restore hours to 39 per week (currently 30 hours)

1 Full time Children's Specialist
1 20 hour per week Library Assistant II

Per KCPL POLICIES, positions are posted internally for 7 days and if not filled may then be advertised externally. External recruitment typically requires eight weeks to four months depending on the level of position, plus training and orientation.

OTHER BUSINESS: Mr. Engelbert reiterated that the first step to restoring funding is securing the support of the Kanawha County Board of Education for a library-only excess levy question on the November general election ballot. To that end, he will be sending an email to all KCPL Board members, Foundation Board members, Friends of the Library Steering Committee members and Branch Library Advisory Boards that provides brief information about the levy request to the Board of Education and asks that members of those groups and all others interested in the issue contact the members of the Board of Education prior to their meeting of March 20, 2014 to express their views.

There being no further business the meeting was adjourned.

Michael A. Albert
President

Secretary

MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS

HELD ON

April 14, 2014

The Regular Meeting of the Board of Directors of the Kanawha County Public Library was held on Monday, April 14, 2014, at 4:00 p.m., in the Ray Room.

The following Board Members were present:

Mr. M. Albert	Ms. C. Morgan
Dr. K. Bailey	Ms. J. Pauer
Ms. N. Chilton	Ms. S. Poffenbarger
Ms. B. Lord	Ms. A. Silbernagel

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Toni Blessing, Interim Associate Director for Public Services; Ms. Marsha Alford, Human Resources Manager, Ms. Terry Wooten, Marketing and Development Manager; Ms. Kim Runion, Accounting Services Coordinator; and Ms. Tricia Stringer, Administrative Coordinator.

Also present were William Wilkinson and Jodey Altier from Perry & Associates, CPAs, A.C.

Mr. M. Albert presided. The Director served as Secretary. The President reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and unanimously carried, the minutes of the March 10, 2014 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and unanimously carried, the payment of General Bills in the amount of $180,240.09 and the Book Bills in the amount of $74,080.07 were approved and transmitted by the Library Director to the Board of Education of the County of Kanawha for payment.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds of $544.15 certified and approved in accordance with the Bylaws and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $695.50 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set forth on the list be paid.

Directors Monthly Report:

Mr. Engelbert gave a report on activities for the month, including:

- The process to fill positions approved by the Board in the Staffing Plan is well underway. All positions are first posted internally. Positions filled internally cause vacancies which have to be posted and filled in turn, so the process will take time. We have reached the point where some positions have been advertised externally. The Library is not close to the point where service hours can be restored across the system, but we are making progress. We were happy to be able to promote an employee who received her MLS while working at KCPL to the position of Children's Librarian.

- Design of the new Library website is also under way. Important decisions about the look, design and organization of the site are in process. MESH is at the point where public feedback on the design will be beneficial, with public input meetings planned for next week. Board members are encouraged to attend. Subsequent to the public meetings MESH will meet with KCPL Managers and Department Heads to solicit additional feedback. The Board is invited to that meeting as well.

- Work continues on development of the 2014-2015 proposed Budget. As usual, the process leading to adoption of the Budget by the Board will require meetings of the Personnel and Finance Committees.

REPORTS OF COMMITTEES:

Finance Committee. Mr. Albert advised the Board that the Finance Committee met with representatives from Perry & Associates to review the draft audits. Copies of audits were distributed to all Board members prior to today's meeting. Mr. Albert introduced Mr. Bill Wilkinson to review the Audit findings for the Board. Mr. Wilkinson generally explained the auditing process and steps taken in reviewing the accounts of the Library and stated that there were no adverse findings, no deficiencies of internal control and no issues of non-compliance for 2012/2013. Ms. Altier discussed some potential changes to general accounting practices that may be used in future KCPL audits. Mr. Engelbert noted that those changes would have to be approved by the Board at a future meeting, prior to the next audit.

Mr. Albert advised that the audits of Kanawha County Public Library and of the Library Foundation of Kanawha County, Inc. for 2012/2013 were reviewed by the Finance Committee and forwarded to the Board with a recommendation for approval.

After a motion duly made and carried the Audits for the KCPL and the Library Foundation for 2012/2013 were approved.

Membership Committee. Ms. Poffenbarger reported that Dr. Kenneth Bailey and Dr. Michelle Foster have all agreed to be appointed for an additional six year term as a member of the Board of Directors. Ms. Poffenbarger provided brief biographical information regarding potential board member, Mr. Stephen Smith. The Membership Committee recommends that the Board nominate Mr. Smith to fill the vacancy left by the resignation of Mr. Parker Smith.

Upon a motion duly made and carried, the following resolution was approved:

> RESOLVED, that Dr. Kenneth Bailey, Dr. Michelle Foster, and Mr. Stephen Smith be recommended to the Kanawha County Board of Education for appointment for a six year term as a Director of the Kanawha County Public Library, with such six year terms to end June 30, 2020.

The resolution will be forwarded to the Board of Education for their approval.

NEW BUSINESS:

Status of Request to Board of Education for Levy. Mr. Albert reported to the Board that KCPL has requested that the Board of Education run a library-only levy question on the ballot in November. The funding amount is the same as was included on the official ballot in the November 2013 election. It is anticipated that the Board of Education will vote on this issue at their April 24th meeting.

Friends Basket Auction Recap. Over 100 baskets were auctioned at this year's event which netted approximately $42,000. Both the number of baskets and the proceeds set records. Sponsorships, donations and the large turnout all demonstrate the wonderful level of community support the Library enjoys. The Board offered congratulations and a round of applause to Cheryl Morgan and Anne Silbernagel who worked so hard to make this event a success and a special note of thanks to Ms. Terry Wooten for her tireless efforts on this event and on a daily basis.

There being no further business the meeting was adjourned.

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President

_____

Secretary

MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS

HELD ON

March 10, 2014

The Regular Meeting of the Board of Directors of the Kanawha County Public Library was held on Monday, March 10, 2014, at 4:00 p.m., in the Ray Room.

The following Board Members were present:

Mr. M. Albert
Ms. N. Chilton
Dr. M. Foster
Ms. S. Haden
Ms. M. Hussell
Ms. C. Morgan
Ms. J. Pauer
Ms. S. Poffenbarger
Ms. V. Rugeley
Ms. A. Silbernagel
Mr. J. Withrow

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Toni Blessing, Interim Associate Director for Public Services; Ms. Terry Wooten, Marketing and Development Manager; and Ms. Tricia Stringer, Administrative Coordinator.

Also in attendance were Vic Grigoraci and Leonard Womble.

Mr. M. Albert presided. The Director served as Secretary. The President reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and unanimously carried, the minutes of the February 10, 2014 meeting and the minutes of February 21, 2014 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and unanimously carried, the payment of General Bills in the amount of $264,790.90 and the Book Bills in the amount of $62,337.74 were approved and transmitted by the Library Director to the Board of Education of the County of Kanawha for payment.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds of $1,231.72 certified and approved in accordance with the Bylaws and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $363.85 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set forth on the list be paid.

Directors Monthly Report:

Mr. Engelbert gave a report on activities for the month, including:

- Staff Development Day on February 12th went very well and was well-received. During his "State of the Library" presentation, Mr. Engelbert summarized the funding situation and outlined for the staff the course the Restructuring Committee was going to recommend to the Board, per discussion at the February Board meeting and then as adopted at the Special Board meeting of February 21st. Guest speaker Pat Wagner did an excellent job keeping everyone interested and engaged throughout the day. Mr. Engelbert thanked the Board members who were able to attend and thanked Marsha Alford and Tricia Stringer for their outstanding work in planning the day and handling logistics. The highlight of Staff Development Day was presentation of the Linda G. Wright Award for Excellence in Library Service to Ms. Terry Wooten.

- The process of recruitment for positions included in the "Staffing Plan" adopted by the Board on February 21st began very promptly thereafter. Some positions have already been filled by internal applicants, whose former positions must then be posted in turn. Once the internal posting process is sufficiently advanced, Human Resources will run advertisements to secure external applicants for positions not filled internally. All vacancies will also be listed on the KCPL website.

- The Legislative session did not produce any action on bills regarding library funding. If Library service in Kanawha County is to be maintained, it will be necessary to secure funding through an excess levy. It does appear that the Grants in Aid will remain at their current level.

- Mr. Engelbert will begin working on the 2014-2015 Budget. As usual, the process leading to adoption of the Budget by the Board will require meetings of the Personnel and Finance committees in April. The Finance Committee will also need to meet to review drafts of the KCPL and Foundation annual audits, which were received from Perry & Associates today.

- Board members are invited to the Cross Lanes Branch on March 15th to celebrate the 15th anniversary of its "new" building.

REPORTS OF COMMITTEES:

Finance Committee. Mr. Albert reviewed the Levy resolutions with the Board. These amounts requested were calculated using the same formulas as in years past for the City of Charleston and the County Commission. After Board approval, a request letter and copy of the appropriate resolution will be sent to each levying authority. Mr. Albert advised that the Finance Committee met and recommends approval of the resolutions. Upon a motion duly made and carried, the following resolutions were approved:

Levying Authority - City of Charleston

RESOLVED, that the Library requests the City of Charleston to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of the West Virginia Legislature, 1957, which will produce $1,025,385 required for the support, maintenance and operation of the Library and its branch libraries for the fiscal year beginning July 1, 2014;

RESOLVED FURTHER, that such request be transmitted to said City of Charleston by letter from the Board of Directors of the Library duly signed by its President.

RESOLVED FURTHER, that the officers of the Board of Directors of the Library and the Library Director be authorized and directed to sign such other papers and to perform such acts as may be necessary to effect the proper laying of the said levy by the City of Charleston authorized by the said statute, in order to provide for the support, maintenance and operation of the Library and its branch libraries, as aforesaid.

Levying Authority - Kanawha County Commission

RESOLVED, that the Library requests the County Commission of Kanawha County to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of the West Virginia Legislature, 1957, which will produce $3,131,858 required for the support, maintenance and operation of the Library and its branch libraries for the fiscal year beginning July 1, 2014;

RESOLVED FURTHER, that such request be transmitted to said County Commission by letter from the Board of Directors of the Library duly signed by its President.

RESOLVED FURTHER, that the officers of the Board of Directors of the Library and the Library Director be authorized and directed to sign such other

papers and to perform such acts as may be necessary to effect the proper laying of the said levy by the County Commission of Kanawha County authorized by the said statute, in order to provide for the support, maintenance and operation of the Library and its branch libraries, as aforesaid.

Membership Committee. Ms. Poffenbarger reported that Dr. Kenneth Bailey and Dr. Michelle Foster have agreed to be recommended to the KCPL Board for reappointment to an additional six year term as a member of the Board of Directors. The Committee will meet this week to discuss potential new members. If Board members have a person they wish to recommend to serve on the Board, please contact Ms. Susan Poffenbarger.

OLD BUSINESS:

None.

NEW BUSINESS:

National Library Week Resolution. Upon motion duly made, seconded and carried, the following resolution was approved.

WHEREAS, April 13 through April 19, 2014 will be celebrated as National Library Week, and

WHEREAS, the Kanawha County Public Library system staff again, during the past year, has exhibited its dedication to continuing the delivery of quality services to library patrons as exemplified by the sustained use of over one million items in the collection last year and the summer library clubs for children and adults, and

WHEREAS, the Kanawha County Public Library system staff have also planned, programmed and implemented many other activities in the past year that have resulted in the expansion and improvement of library services provided to patrons.

NOW, THEREFORE BE IT RESOLVED, by the Board of Directors of the Kanawha County Public Library system here assembled on March 10, 2014 that on the occasion of National Library Week, the staff of the Kanawha County Public Library system are hereby commended for its continued effort to provide patrons with the most effective services, materials and facilities possible in order to contribute to the level of quality of life desired by the patrons with regard to public library services, and

BE IT FURTHER RESOLVED, by the Board of Directors of the Kanawha County Public Library system that this resolution of commendation be made known to all members of the staff.

Other. At this time, Mr. Albert asked Mr. Grigoraci and Mr. Womble if they wished to address the Board .

Mr. Grigoraci thanked the Board for their continued work in support of the library. Mr. Womble requested the Board allow him along with other KCPL supporters to form a grassroots campaign in support of the passage of a levy to support the Library. Mr. Albert will take this under advisement and revisit the issue when a November excess levy election can be confirmed.

Ms. Morgan reminded Board members that the Friends' basket auction is set for April 5th. All members should have received tickets in the mail. She encouraged everyone to share the event on Facebook and take a poster to display. As of today, there are 87 baskets for bidding. Donations are still being received. A special thank you goes out to our many individual and corporate sponsors for their continued support.

There being no further business the meeting was adjourned.

Michael A. Albert
President

Secretary

MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS

HELD ON

April 14, 2014

The Regular Meeting of the Board of Directors of the Kanawha County Public Library was held on Monday, April 14, 2014, at 4:00 p.m., in the Ray Room.

The following Board Members were present:

Mr. M. Albert	Ms. C. Morgan
Dr. K. Bailey	Ms. J. Pauer
Ms. N. Chilton	Ms. S. Poffenbarger
Ms. B. Lord	Ms. A. Silbernagel

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Toni Blessing, Interim Associate Director for Public Services; Ms. Marsha Alford, Human Resources Manager, Ms. Terry Wooten, Marketing and Development Manager; Ms. Kim Runion, Accounting Services Coordinator; and Ms. Tricia Stringer, Administrative Coordinator.

Also present were William Wilkinson and Jodey Altier from Perry & Associates, CPAs, A.C.

Mr. M. Albert presided. The Director served as Secretary. The President reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and unanimously carried, the minutes of the March 10, 2014 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and unanimously carried, the payment of General Bills in the amount of $180,240.09 and the Book Bills in the amount of $74,080.07 were approved and transmitted by the Library Director to the Board of Education of the County of Kanawha for payment.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds of $544.15 certified and approved in accordance with the Bylaws and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $695.50 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set forth on the list be paid.

Directors Monthly Report:

Mr. Engelbert gave a report on activities for the month, including:

- The process to fill positions approved by the Board in the Staffing Plan is well underway. All positions are first posted internally. Positions filled internally cause vacancies which have to be posted and filled in turn, so the process will take time. We have reached the point where some positions have been advertised externally. The Library is not close to the point where service hours can be restored across the system, but we are making progress. We were happy to be able to promote an employee who received her MLS while working at KCPL to the position of Children's Librarian.

- Design of the new Library website is also under way. Important decisions about the look, design and organization of the site are in process. MESH is at the point where public feedback on the design will be beneficial, with public input meetings planned for next week. Board members are encouraged to attend. Subsequent to the public meetings MESH will meet with KCPL Managers and Department Heads to solicit additional feedback. The Board is invited to that meeting as well.

- Work continues on development of the 2014-2015 proposed Budget. As usual, the process leading to adoption of the Budget by the Board will require meetings of the Personnel and Finance Committees.

REPORTS OF COMMITTEES:

Finance Committee. Mr. Albert advised the Board that the Finance Committee met with representatives from Perry & Associates to review the draft audits. Copies of audits were distributed to all Board members prior to today's meeting. Mr. Albert introduced Mr. Bill Wilkinson to review the Audit findings for the Board. Mr. Wilkinson generally explained the auditing process and steps taken in reviewing the accounts of the Library and stated that there were no adverse findings, no deficiencies of internal control and no issues of non-compliance for 2012/2013. Ms. Altier discussed some potential changes to general accounting practices that may be used in future KCPL audits. Mr. Engelbert noted that those changes would have to be approved by the Board at a future meeting, prior to the next audit.

Mr. Albert advised that the audits of Kanawha County Public Library and of the Library Foundation of Kanawha County, Inc. for 2012/2013 were reviewed by the Finance Committee and forwarded to the Board with a recommendation for approval.

After a motion duly made and carried the Audits for the KCPL and the Library Foundation for 2012/2013 were approved.

Membership Committee. Ms. Poffenbarger reported that Dr. Kenneth Bailey and Dr. Michelle Foster have all agreed to be appointed for an additional six year term as a member of the Board of Directors. Ms. Poffenbarger provided brief biographical information regarding potential board member, Mr. Stephen Smith. The Membership Committee recommends that the Board nominate Mr. Smith to fill the vacancy left by the resignation of Mr. Parker Smith.

Upon a motion duly made and carried, the following resolution was approved:

> RESOLVED, that Dr. Kenneth Bailey, Dr. Michelle Foster, and Mr. Stephen Smith be recommended to the Kanawha County Board of Education for appointment for a six year term as a Director of the Kanawha County Public Library, with such six year terms to end June 30, 2020.

The resolution will be forwarded to the Board of Education for their approval.

NEW BUSINESS:

Status of Request to Board of Education for Levy. Mr. Albert reported to the Board that KCPL has requested that the Board of Education run a library-only levy question on the ballot in November. The funding amount is the same as was included on the official ballot in the November 2013 election. It is anticipated that the Board of Education will vote on this issue at their April 24th meeting.

Friends Basket Auction Recap. Over 100 baskets were auctioned at this year's event which netted approximately $42,000. Both the number of baskets and the proceeds set records. Sponsorships, donations and the large turnout all demonstrate the wonderful level of community support the Library enjoys. The Board offered congratulations and a round of applause to Cheryl Morgan and Anne Silbernagel who worked so hard to make this event a success and a special note of thanks to Ms. Terry Wooten for her tireless efforts on this event and on a daily basis.

There being no further business the meeting was adjourned.

President

Secretary

MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS

HELD ON

May 12, 2014

The Regular Meeting of the Board of Directors of the Kanawha County Public Library was held on Monday, May 12, 2014, at 4:00 p.m., in the Ray Room.

The following Board Members were present:

Mr. M. Albert
Dr. K. Bailey
Ms. N. Chilton
Ms. C. Morgan
Ms. S. Poffenbarger
Mr. H. Reustle
Ms. V. Rugeley
Ms. A. Silbernagel
Mr. J. Withrow

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Toni Blessing, Interim Associate Director for Public Services; Ms. Terry Wooten, Marketing and Development Manager; Ms. Kim Runion, Accounting Services Coordinator; and Ms. Tricia Stringer, Administrative Coordinator.

Josh Dodd from MESH was also present.

Mr. M. Albert presided. The Director served as Secretary. The President reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and unanimously carried, the minutes of the April 14, 2014 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and unanimously carried, the payment of General Bills in the amount of $175,755.16 and the Book Bills in the amount of $109,237.05 were approved and transmitted by the Library Director to the Board of Education of the County of Kanawha for payment.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds in the amount of $590.20 duly certified and approved in accordance with the Bylaws and on motion duly made, seconded, and unanimously carried, the Board approved the payment of the bills set forth on the list.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $403.00 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and unanimously carried, the Board approved the payment of the bills set forth on the list

Directors Monthly Report:

Mr. Engelbert gave a report on activities for the month, including:

- Mr. Engelbert continued to focus this month on the budget for the 2014/2015 fiscal year, website development and ongoing recruitment and staffing issues.

Toni Blessing and Terry Wooten provided the Board with an update on the 2014 Summer Reading Club. KCPL offers programs for all age groups. The Children's Club runs from June 2 – August 2. The Teen and Adult clubs run from May 27 – August 29.

The Children's program is titled "Reading is Delicious." The approach to the program has been broadened to include not just the reading of books but to include "experiences" as well, such as visiting a farmer's market or practicing measuring with measuring cups and spoons. Children will receive a chart to color in that goes up to a combination of 60 books and experiences and can receive prizes along the way. There will also be many library events that tie into the theme throughout the summer.

The Teen program is titled "Word Bites". Teens will read seven books of their own choosing. Once they've logged seven entries, they earn the choice of an ear bud splitter/stand or a pair of KCPL retractable ear buds. In addition, three people from each location who read the most books will receive a sling backpack with attached cell phone holder. One lucky reader will win an iPod Nano, provided by The Friends of The Library Foundation.

The Adult program is titled "Chews Your Own Menu". The Marketing Department has made a menu for tracking titles read. Participants will be able to select their own level of participation, choosing to complete all five courses, from appetizers to desserts, or picking individual courses to complete. Each course features reading and activities with prize drawings for finishing. Everyone who completes all five courses will receive a seed-infused bookmark and will be eligible for the grand prize drawing of a $100 gift certificate to the Capitol Market, provided by The Friends of The Library Foundation.

Web Site Development Update.

Josh Dodd of MESH reviewed the process for development of the new website and updated the Board on progress made to date. The development process began with web design survey completed in February followed by a series of meetings with KCPL employees, patrons, and community members to solicit feedback on the website design and usage. Mr. Dodd showed the Board the most recent draft homepage that reflects the feedback received. A soft launch of the website is anticipated in September, with the site fully up and operating in October.

REPORTS OF COMMITTEES:

Finance Committee: The Finance Committee met on May 7, 2014 to review the proposed 2014/2015 Budget and forwarded the 2014/2015 Budget to the Board with a recommendation that it be

approved. A copy of the proposed Budget and explanatory narrative were previously distributed to the Board for review. Mr. Engelbert reviewed in more detail some of the key points that affected the budget process. After discussion, a motion was duly made and unanimously approved that the KCPL Fund Balance Recommendations be accepted and the Budget for Fiscal Year 2014/2015 be approved and adopted in the amount of $7,352,325 in the General Fund and $599,411 in the Construction Fund, for a total of $7,951,736. The motion also included reaffirmation of the previously-approved resolution to carry funds from the sale of the former Elk Valley Facility into the 2014/2015 budget, as follows:

WHEREAS, the Elk Valley Branch facility opened in August 2011;

WHEREAS, the Board of Directors sold the former Elk Valley facility via auction for $253,001;

WHEREAS, by Resolution adopted September 12, 2011 the Board of Directors stated its intent to apply the proceeds of this sale to the ongoing lease costs of the Elk Valley Branch facility in order to continue the delivery of library services to patrons in the Elk Valley area; and

WHEREAS, the Board of Directors also intends to apply the unexpended July 2011 lease payment for the new facility in the amount of $8,854 to the ongoing lease costs of the Elk Valley Branch facility;

NOW, THEREFORE BE IT

RESOLVED, that $261,855 be carried from the 2011/2012 budget to the 2012/2013 budget for the purpose of paying the ongoing lease costs of the Elk Valley Branch facility; and be it further

RESOLVED, that it is the intent of the Board to carry funds remaining after the payment of lease costs in the amount of $106,250 for the Elk Valley Branch facility in the 2012/2013 fiscal year into the budget to pay lease costs for the 2013/2014 fiscal year; and be it further

RESOLVED, that it is the intent of the Board to repeat this process for the 2014/2015 fiscal year, at which time the initial amount of $261,855 will be completely expended.

Change in Accounting Practices: When presenting the 2012/2013 Audit, Perry and Associates recommended that the Board adopt a change in how the Library Foundation of Kanawha County, Inc. is presented in financial statements, from appearing in essence as funds available for expenditure by the Library to being more of a separate entity, although remaining as a blended component unit of the Library.

Upon a motion made and carried the following resolution was approved.

WHEREAS, THE Library Foundation of Kanawha County, Inc. (Foundation) is a blended component unit of the Kanawha County Public Library; and

WHEREAS, the Foundation has been presented in financial statements as a government fund; and

WHEREAS, auditors have recommended that the Foundation will more accurately be presented in financial statements as a non-profit entity;

NOW THEREFORE BE IT

RESOLVED, that effective July 1, 2013 the Kanawha County Public Library Board of Directors herewith elects to apply a change in accounting practices so that the Foundation will be presented in financial statements as a non-profit entity and as a discreetly presented component unit; and be it further

RESOLVED, that the Foundation will continue to be so presented provided that GASB component unit criteria apply.

OLD BUSINESS:

Status of Request to Board of Education for Levy. Mr. Albert reported that the Kanawha County Board of Education approved KCPL's request to run a library-only levy question on the ballot in November. The funding amount is the same as was included on the official ballot in the November 2013 election. Mr. Albert anticipates that a group of supporters and volunteers will come together to coordinate and carry out the campaign, in which Board members will be permitted and encouraged to in their own right to play an important role.

NEW BUSINESS:

Appointment of Nominating Committee: Mr. Albert appointed an Ad Hoc Committee to nominate Board officers for the upcoming fiscal year composed of Ms. Chilton, Ms. Haden, Ms. Poffenbarger, Ms. Rugeley (Chair) and Ms. Silbernagel. The Committee will report to the Board at the June meeting with their recommendations. Voting for officers will be held at the Annual Meeting.

Establish Time, Annual Meeting: There was discussion of possible options to holding the Meeting on the July 4, 2014; but pending review of the statute, the Annual Meeting will be held Friday, July 4, 2014, at 9:30 a.m. in the Ray Room at the Main Library in Charleston. If the date can or should be changed, an alternate date will be suggested.

There being no further business the meeting was adjourned.

Michael A. Albert
President

Secretary

MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS

HELD ON

June 9, 2014

The Regular Meeting of the Board of Directors of the Kanawha County Public Library was held on Monday, June 9, 2014, at 4:00 p.m., at the Dunbar Branch Library.

The following Board Members were present:

Mr. M. Albert
Dr. K. Bailey
Dr. M. Foster
Ms. M. Hussell
Ms. B. Lord
Ms. C. Morgan
Ms. J. Pauer
Ms. S. Poffenbarger
Mr. H. Reustle
Ms. V. Rugeley
Ms. A. Silbernagel

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Toni Blessing, Interim Associate Director for Public Services; Ms. Terry Wooten, Marketing and Development Manager; Ms. Marsha Alford, Human Resources Manager; Ms. Dana Smook, Dunbar Branch Manager; and Ms. Tricia Stringer, Administrative Coordinator.

Mr. M. Albert presided. The Director served as Secretary. The President reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and unanimously carried, the minutes of the May 12, 2014 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and unanimously carried, the payment of General Bills in the amount of $127,427.01 and the Book Bills in the amount of $101,987.92 were approved and transmitted by the Library Director to the Board of Education of the County of Kanawha for payment.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds in the amount of $3,745.46 duly certified and approved in accordance with the Bylaws and on

motion duly made, seconded, and unanimously carried, the Board approved the payment of the bills set forth on the list.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $331.55 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and unanimously carried, the Board approved the payment of the bills set forth on the list.

The Board and Mr. Engelbert thanked Dunbar Branch Manager Dana Smook for hosting the meeting.

Directors Monthly Report:

Mr. Engelbert gave a report on activities for the month, including:

- Open hours of service have been restored at the Sissonville Branch to 39 hours per week. The Dunbar Branch and the Children's and Popular Materials departments at Main are short staffed and have required assistance from other branches and departments to maintain current hours of service. Mr. Engelbert thanked the many staff members and their supervisors who have stepped up to fill in gaps whenever possible.
- Recruitment of additional staff continues and progress is being made. Another recruitment advertisement will run in the newspaper for the openings specifically at Popular Materials, Children's and the Dunbar Branch.
- Building maintenance and other projects are underway that had been deferred until the Board could act on the recommendations of the Restructuring Committee. Given how close it is to the end of the fiscal year, funds encumbered for some purchases will not be expended until next FY, resulting in requests to carryover funds. These requests typically are considered at the August Board meeting.
- The Foundation's Annual Fund drive was especially successful this year. Many people donated the amount their property taxes would have increased if the levy had passed. Two large donations were received from private foundations. Sufficient funds were received to cover most of the costs of assessments to branch advisory boards; and the Foundation and the Friends have agreed to support a campaign advertising Library services to run in late summer and fall.

- The Summer Library Club has gotten off to a great start. Patrons are excited about the theme and the new options available for completing the programs.
- The Kanawha County Board of Education approved the reappointment of Dr. Kenneth Bailey and Dr. Michelle Foster and the appointment of Mr. Stephen Smith to a six-year terms on the KCPL Board of Directors effective July 1, 2014.

REPORTS OF COMMITTEES:

Nominating Committee. Ms. Rugeley reported that the Nominating Committee met in May. Mr. Albert has declined to be nominated for another term as President but will continue to serve as a Board member. The Board thanked Mr. Albert for his years of service as President. The Nominating Committee recommends the following slate of officers of the KCPL Board of Directors for fiscal year 2014-2015:

Ms. Cheryl Morgan	President
Ms. Jennifer Pauer	First Vice President
Ms. Elizabeth Lord	Second Vice President
Mr. Alan Engelbert	Secretary/Treasurer

Ms. Rugeley reminded that Board that nominations could also be made from the floor at today's meeting and at the Annual Meeting, at which the election of officers will take place.

OLD BUSINESS:

None.

NEW BUSINESS:

Retirement Resolution – David Schau: Upon a motion duly made, seconded, the following resolution was unanimously approved.

WHEREAS, Mr. Schau was employed by the Kanawha County Public Library in August 1988 and has submitted his intent to retire effective June 27, 2014; and

WHEREAS, Mr. Schau has served as a Library Operations Supervisor at the Dunbar Branch Library from August 1988 until September 1992; and

WHEREAS, Mr. Schau has served as a Reference Librarian / Federal Documents from September 1992 until his retirement; and

WHEREAS, Mr. Schau has served as the West Virginia Collection Specialist, providing an invaluable service to our patrons and the community; and

WHEREAS, Mr. Schau fulfilled the responsibilities of each of his positions in an exemplary fashion, with diligence, loyalty and integrity;

NOW THEREFORE BE IT RESOLVED,

That the Board of Directors of the Kanawha County Public Library recognize with deep appreciation Mr. Schau's years of service to the library;

AND BE IT FURTHER RESOLVED, that the Board of Directors of the Kanawha County Public Library wishes Mr. Schau a retirement filled with good health and enjoyment in whatever areas of interest and endeavor he may choose;

AND BE IT FURTHER RESOLVED, that this resolution be spread upon the minutes of this meeting of the Kanawha County Public Library Board of Directors and a copy be furnished to Mr. Schau.

Reconsider Date and Time of the Annual Meeting: Under provisions of West Virginia Code, the statutory Annual Meeting may be moved from the first Friday of July to the following Monday if the first Friday in July is a legal holiday. Given this information, a motion was made, seconded and duly passed to change the date and time of the Annual Meeting from Friday, July 4, 2014 to Monday, July 7, 2014 at 4:00 p.m. at the Main Library, 3rd Floor Ray Room.

Establish Date, time and Place, Continuation of the Annual Meeting: There was discussion of possible the need to have a continuation of the Annual Meeting in July. After much discussion, the Board elected to add the usual type of annual program for the community during the regularly scheduled Board Meeting of Monday, August 11, 2014 at the Cross Lanes Branch Library.

There being no further business the meeting was adjourned.

President

Secretary

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